

TEST ADMINISTRATION GUIDE

2010 High Schools That Work Assessment

(Updated for 2010)

DRAFT (Do not use for actual assessment)

Southern Regional Education Board

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WHOM TO CONTACT

If you have any questions or concerns about administering the assessment, please contact ETS.

Lisa Rion

Phone: (609) 734-5646

E-mail: lrion@ets.org

Monday through Friday, 8:00 a.m. to 4:30 p.m. (Eastern Time)

Questions will be addressed within 24 hours.

If you have questions about participating in the *High Schools That Work* Assessment or sampling students, please contact SREB.

Fran Mathis

Phone: (404) 879-5611

E-mail: fran.mathis@sreb.org

Monday through Friday, 8:30 a.m. to 4:30 p.m. (Eastern Time)

Questions will be addressed within 24 hours.

Please check the SREB Web site periodically for news and information about the assessment.

1. INTRODUCTION

1.1 What is the *HSTW* Assessment?

The *High Schools That Work* (*HSTW*) Assessment for high school seniors consists of a student survey (with questions about courses taken and about experiences related to teaching and learning) and subject tests in reading, mathematics and science. Results from these instruments are used to produce a detailed school-level report for each participating school. The report disaggregates group test performance according to the curriculum taken and the high school experiences recorded in response to the student survey. The report also indicates the progress a school is making toward meeting the *HSTW* readiness goals in the three subject areas. The assessment is administered at the beginning of the calendar year (so that it can reflect as much of a senior's entire high school career as possible). Reports are mailed to schools by the end of June.

1.2 What is new?

Changes for the 2010 Assessment

The student survey for 2010 has been shortened. Questions that were confusing, not predictive of student achievement or not essential to school improvement efforts have been removed.

To facilitate responding, the course experience questions in Section 1 are now printed on page 2 of the answer document. To ease the burden for sites and to provide more accurate information in site reports, questions no longer require knowledge of the number of credits a student may have earned but only whether or not a student took and passed a course.

Despite these changes, administration of the assessment will be very similar to what it has been in the past. Special care will need to be given to matters of test security and test-room conduct because the tests now have consequences for individual students. This is described in this *Test Administration Guide*, where appropriate.

In addition to changes to the student survey, the *HSTW* Teacher Survey will be shipped by and returned to ETS with student testing materials. *HSTW* sites will receive one copy of the *HSTW* Teacher Survey and one answer sheet per teacher ordered. All materials will be returned to ETS following the instructions included with your test materials. *TCTW* sites will participate in an online *TCTW* Teacher Survey. In the event *TCTW* sites receive *HSTW* Teacher Survey materials by error, they should not participate in the *HSTW* Teacher Survey. *TCTW* sites will receive separate instructions from SREB on participating in the *TCTW* Teacher Survey.

Reminder of Changes for the 2008 Assessment

The three subject tests (reading, mathematics and science) were redeveloped for the 2008 administration. The *Information for Sites Bulletin*, included as part of the Assessment Administration Materials, describes why and how these updated tests were developed.

In addition to the site-level reports mentioned above, individual student reports were issued for the first time in 2008. SREB and ETS worked with panels of *HSTW* stakeholders at the school, district and state levels, as well as with stakeholders from the community college and employer communities, to build tests that would be relevant to measuring college and career readiness as well as continuous improvement at *HSTW* and *TCTW* sites. It is hoped that the added value of the individual report will help motivate students when they take the assessment. For a detailed description of the student reports, please see the *Information for Sites Bulletin*.

1.3 Components of the Assessment

Student Survey

The student survey is composed of three sections. The first section includes questions about students' course-taking patterns. The second and third sections includes questions about students' perceptions of academic and career/technical experiences in high school, their reactions to teaching practices, extra help and guidance services, and their plans after graduation. Transcripts or course histories and spring course schedules are required to complete the first section. It is strongly recommended that school personnel complete this section for their students. Doing so will significantly reduce administration time for the students and will result in more accurate information. It is important to note that the Award of Educational Achievement is based not only upon test performance but also upon fulfillment of curricular requirements. All curriculum data come from the student survey. Inaccurate or incomplete information from this survey may result in a qualified student not receiving an award.

Reading Test

The reading test is composed of three sections. Students will be assessed on their understanding of two types of text: informational and literary nonfiction. The reading test contains both multiple-

choice and open-ended questions. The open-ended questions are not in a separate section but are embedded among the multiple-choice questions.

Mathematics Test

The mathematics test is composed of three sections: two multiple-choice sections and one section of open-ended questions. The content areas assessed are number properties and operations; measurement/geometry; data analysis, statistics and probability; and algebra. Calculators are permitted for two of the three sections of the test. The calculator policy can be found in Appendix IX of this *Guide*.

Science Test

The science test is composed of three sections: two multiple-choice sections and one section of open-ended questions. The content areas assessed are life sciences, physical sciences, and earth and space sciences.

Detailed information on the subject tests can be found in the *Test Description with Sample Questions Booklet* and the *Information for Sites Bulletin*, both included as part of the Assessment Administration Materials.

Teacher Survey

The teacher survey provides all teachers with an opportunity to share a voice in the school improvement process. *HSTW* sites will receive teacher surveys and answer sheets with their student assessment materials. Teacher survey answer sheets will be returned to ETS for processing, using the instructions provided.

TCTW sites will participate in an online teacher survey. They should not participate in the paper *HSTW* Teacher Survey. *TCTW* sites will receive separate instructions from SREB on participating in the *TCTW* Teacher Survey.

1.4 Assessment Administration Materials

The Assessment Administration Materials for the *HSTW* Assessment are available on the SREB Web site. A link to these materials was included in the confirmation e-mail schools received upon placing their order for the assessment. The materials include:

- Memo to Assessment Coordinators
- Tasks and Timelines
- Sampling Instructions
- Student Roster Form
- Checklist for Assessment Coordinators
- Course Description Guide (including instructions for classifying courses) – revised for 2010
- Course Matching Chart – revised for 2010
- Information for Sites Bulletin
- Test Description with Sample Question Booklet
- Test Administration Guide (draft)

If you did not receive these materials via e-mail or cannot download them from the SREB Web site, please contact Fran Mathis at (404) 879-5611 or fran.mathis@sreb.org.

1.5 When do I need to give the Assessment?

The assessment **must** be administered between January 29 and February 19, 2010. All testing must be completed and materials postmarked for return to ETS no later than February 19, 2010. ***If completed answer documents are not postmarked and returned by February 19, using the supplied instructions and return materials, students and sites will not receive reports.***

It is recommended that the assessment be administered over a minimum of two days. A sample schedule follows. Please be sure to schedule time for makeup sessions in case of unplanned circumstances such as snow storms.

Day 1

- Student Survey (untimed, but typically takes about 45 to 60 minutes to complete; if school personnel complete the course experience section of the survey, about 10 to 15 minutes can be reduced from the total time needed for the students)
- Mathematics Test (70 minutes)

Day 2

- Reading Test (90 minutes)
- Science Test (70 minutes)

If more than one test is being administered in a given day, please provide a 10-minute break for students between tests.

1.6 Test Security

Assessment coordinators are responsible for the security of all test materials. The assessment books (including surveys and answer documents) are confidential and may not be photocopied or given to anyone who is not directly involved in the assessment. From the time of delivery to the time test materials are returned, test materials should be protected from loss or unauthorized access. To meet this responsibility, assessment coordinators should take the following actions:

1. Arrange a secure location to store materials. Test materials are considered to be in secure storage when they are locked in a container, compartment or area. You must take care to ensure that the location is accessible only to assessment coordinators or school administrators.
2. Check shipments of test materials within 24 hours of receipt to ensure that the full shipment has arrived and is free from tampering or damage. Report any irregularities to ETS immediately.
3. Make certain that no student has access to the test before or after the administration.
4. Ensure that the test materials are distributed to and collected from each student individually.

5. Account for all test materials prior to the dismissal of students.
6. Ensure that all test books are returned to ETS using the materials and instructions provided.

2. STUDENT PARTICIPATION

2.1 Who should participate in the 2010 Assessment?

The assessment should be administered only to seniors. Both academic and career/technical students may participate, as determined by the school at the time orders were placed. Double-check your order if you are unclear as to who should participate. Sampling instructions were included as part of the Assessment Administration Materials. Schools that are not assessing their entire senior class must select a random sample of at least 60 students. If your school has fewer than 60 seniors, you should assess the entire senior class. If you have not yet selected a sample of students to participate in the assessment, you should do so at this time.

2.2 Students with Disabilities

All students who are routinely included in state-mandated assessments and can function in a testing environment must be included in the pool of students from which a school's random sample of *HSTW* test takers is drawn. In compliance with 1997 IDEA regulations, this means that students with Individual Education Plans (IEPs) must be included in the sampling. All schools must abide by federal, state and local regulations regarding testing students with disabilities. If a student's IEP calls for an amanuensis to assist with testing, it is a school's responsibility to provide this service. ETS will provide Audio CD and Large Print editions of the student survey and all three subject tests upon request. ***Requests for special versions of the survey and tests must be submitted to ETS by October 30, 2009.***

You must code an F-9 on the first page of the answer document for each student who takes the assessment under non-standard test conditions as permitted by an IEP filed with your school. F-9 codes are used to identify student answer documents for statistical purposes only. Data for students who are provided accommodations will be included in all state, school and student reports.

2.3 Students who are English Language Learners (ELL)

Students who are English language learners (ELL) also must be included in sampling. English language learners may use a dual-language dictionary when answering the student survey and when taking the mathematics and science tests. Students who need this accommodation must provide their own dual-language dictionaries. Dual-language dictionaries are not permitted for the reading test because that test measures reading proficiency in English. There is a question on the answer document for the student survey, mathematics test and science test asking ELL students whether or not they will be using a dual-language dictionary for those portions of the tests. ELL information is used to identify student answer documents for statistical purposes only. Data for students who are provided accommodations will be included in all state, school and student reports.

2.4 Student Roster Form

The *Student Roster Form*, included in the Assessment Administration Materials, is your main control sheet for use during testing. The names of all students you plan to assess and five alternates should be listed on the roster. **The completed roster must be filed with your school or district testing records for five years.** Please do not send the roster to ETS or SREB. You will need this roster to conduct the *HSTW* Follow-Up Survey of 2010 Graduates in spring 2011.

3. PREPARING FOR THE ASSESSMENT

3.1 Communicating with Students

It is important to communicate fully with your students about the nature and purpose of the assessment. Informing students about the assessment is not only a fundamental courtesy but also a standard practice expected by all psychometric associations and measurement organizations. Appendix XIII of this *Guide* offers a sample communication for students that may be modified to better reflect your school's needs.

You may wish to meet with your selected students before the assessment begins to explain the purpose and importance of their participation and what they should expect in terms of content and question format. The *Test Description with Sample Questions Booklet*, included in your Assessment Administration Materials, should help in this effort. You may want to consult the longer *Information for Sites Bulletin* to provide yourself with more background on the *HSTW* Assessment before speaking with students. Your conversation with the participants should help them understand how important it is for them to give their best effort when they take the tests and complete the student survey. Among the successful appeals made by teachers has been the forthright assertion that the staff is dedicated to improving the school and that this assessment is an important way to show students, parents and staff that the changes that have been made are working. Another approach is to emphasize the fact that the students have been selected to represent their school by responding to the survey and taking the tests. The *HSTW* Award of Educational Achievement and the fact that students now receive individual reports might also serve as good motivators for doing their best.

3.2 Student Survey (Section 1 — Course Experience)

Section 1 of the student survey is the course experience component. Students are asked to refer to their transcripts or course histories to complete a series of questions related to the courses they have taken during high school. Alternatively, the course experience component of the survey may be completed by school personnel prior to administration of the assessment. In this case, you need administer only sections 2 and 3 of the student survey to students.

To prepare for the course experience survey, collect a copy of the transcript or course history and current course schedule (including spring courses) for each student participating in the assessment. Be certain that courses from the previous marking period have been posted before transcripts are retrieved and prepared for the assessment.

You will also need the completed *Course Matching Chart*, which will be used by students or school personnel to match local course titles with common SREB course titles. This chart is included in the

Assessment Administration Materials. Also included in the materials are directions for course matching and a *Course Description Guide* to facilitate the process. If you do not have these materials, download them from the SREB Web site and review them immediately.

The time needed to have students complete the course experience survey (Section 1) is 10 to 15 minutes. You may extend the time as needed. Assessment coordinators must be available to help the students with this section of the survey. You may wish to have your school's guidance counselor present as well. In 2010, students will answer section 1 questions directly on page 2 of the answer document. Additionally, they only need to indicate whether or not they took and passed a course (or are currently taking or will take a course) and not the number of credits earned.

It is strongly recommended that schools complete section 1 of the student survey for their students. Performing this task before the administration reduces administration time and results in more accurate transcript data in site reports.

If the first section of the student survey is not completed, the curriculum data needed to evaluate student progress will not be available, reducing the value of your school's site report. Also, it will not be possible to identify students who may qualify for the *HSTW* Award of Educational Achievement. This award is given by SREB based not only on test performance but also on curriculum completion.

3.3 Procedure for Checking Materials as Soon as They Arrive

1. The shipping notice packed with your shipment lists all materials sent to you.
2. **Save the boxes in which the materials arrived.** They will be used to return the materials at the end of the assessment.
3. Verify the book count that appears on the shipping notice.
4. Check your shipment as soon as possible and contact ETS immediately if:
 - your counts do not match the totals given on the shipping notice,
 - you are missing any of the materials listed on the shipping notice, or
 - you do not have enough books for all students and teachers participating.
5. If the number of books you ordered is divisible by 10, you should receive that exact number. If the number you ordered is not divisible by 10, ETS rounds up to the next multiple of 10. In both cases, you will receive an extra packet of 10 answer documents. These extra answer documents are sent as back-ups in case others are damaged. Schools may not assess more students than the number ordered.

3.4 Procedure for Assigning Answer Documents to Students

Each student will complete the student survey, the reading test, the mathematics test and the science test. To ensure that the elements of each student's complete assessment are properly matched, you must assign one answer document to each participating student before the first session and ensure that

the student gets the same answer document during each subsequent session. Be sure to use a No. 2 pencil when completing the answer document or documents will not be scanned.

1. With your *Student Roster Form* in front of you, open the first packet of answer documents. Find the six-digit Student ID number located in the upper right corner of the answer document.
2. Assign an answer document to the first student on the *Student Roster Form* by writing the student's name in the appropriate space on the answer document and recording the six-digit Student ID number in column C of the *Student Roster Form*. **Do not use labels on the answer documents.**
3. The next student on the roster should be assigned the second answer document in the bundle and so on until all students on the *Student Roster Form* have been assigned a six-digit ID number (see Appendix VII for a sample of the first page of the answer document).
4. Complete the box under the student name box with your school's name and your state.

3.5 Completing Critical Answer Document Information

Be sure to write your school's site code number as indicated on the answer document and to fill in the appropriate circle under each digit. Your site code can be found on the shipping notice that accompanied your materials or in Appendix XII of this Guide. **REPORTS WILL NOT BE PRODUCED WITHOUT THIS CRITICAL SITE CODE NUMBER INFORMATION.**

- 1 If your school ordered special composite/breakout reports requiring special codes, you must complete the "Optional" box of the answer document by including the appropriate E or F code for the students involved. If you are not sure if your school ordered a special report that requires coding, please contact Lisa Rion of ETS at (609) 734-5646.
- 2 If you have English Language Learner (ELL) students, complete the question for ELL students about if they will be using a dual-language dictionary to assist with the survey portion of the assessment (this same question appears for the mathematics and science portions of the assessment).

3.6 Scheduling the Session

1. Act early to reserve dates for administering the assessment (including makeup dates). Schedule these dates early in the testing window in case unplanned emergencies, such as snow closings, prevent testing on the originally scheduled dates.
2. Check the *Student Roster Form* to verify the total number of participating students. If it is a large number, you may want to divide the students into several assessment groups. The *Student Roster Form* (or photocopy) must be available for each session so that attendance can be recorded in columns D, E, F and G. This information will be needed to complete the Assessment Status box on the front of the answer document before returning materials for scoring.

3. The student survey consists of three sections. Section 1 will take about 10 to 15 minutes to complete, Section 2 will take about 25 to 30 minutes to complete and Section 3 will take about 10 to 15 minutes to complete. Students have 70 minutes to complete the mathematics test, 70 minutes to complete the science test and 90 minutes to complete the reading test. Test administration procedures (e.g., handing out and collecting answer documents and test books, answering procedural questions, etc.) can add approximately 15 minutes to each testing session.
4. The entire assessment will take about five hours (and may take slightly longer, depending on how long it takes to complete the student survey, how much time it takes to answer procedural questions, etc.). To prevent student fatigue, schedule at least two days to administer the assessment (some schools schedule the assessment over three or four days).
5. Find a location that is suitable for testing.
6. Select a time that does not conflict with other activities.
7. Notify selected students ahead of time about the date, time, location and purpose of the assessment.
8. Notify students and teachers that calculators will be used in two sections of the mathematics test. The Calculator Policy can be found in Appendix IX of this *Guide*. This policy was revised in 2008.
9. Inform the principal and appropriate teachers ahead of time about the assessment so that there are no surprises.
10. Remind students on the first day of the assessment to be present for the entire assessment, including all subsequent sessions.
11. When a student is absent, a makeup session must be scheduled if the student is expected back in school within five days. If the student is not expected to return within five days, select the next alternate on your roster.
12. Assessments, including makeup sessions, must be completed between **January 29 and February 19, 2010**. All makeup sessions should be conducted within one week of the initial administration but before February 19.
13. Mail all assessment materials to ETS as instructed in Section 6 of this *Guide*, "Preparing Materials for Return to ETS." **If materials are postmarked after February 19, 2010 or the return instructions provided are not followed, students and sites will not receive reports.**

IMPORTANT: To ensure that your school receives a report, it is critical that all students complete all *four* components of the assessment.

4. CONDUCTING THE ASSESSMENT

4.1 Setting Up

Before the assessment begins, check the room that will be used to make sure there is enough space for the number of students who will be tested. If space and the number of desks permit, separate students from one another to ensure that they do their own work. If possible, erase the blackboards and cover any material in the room that may distract students. Provide an environment with appropriate temperature control, reasonable furniture, adequate lighting and workspace, low noise levels and few disruptions. If necessary, make accommodations to provide access for students with disabilities.

You should have the following materials with you for each assessment session:

1. *Test Administration Guide* with scripts
2. Completed *Student Roster Form* (or photocopy)
3. Pre-assigned answer documents
4. Number two pencils with erasers
5. Reliable wristwatch with a second hand or timer

For the student survey only (you will not need the following if you have completed Section 1 of the student survey for the students):

6. *Course Description Guide*, *Course Matching Chart* and student transcripts and course schedules

For the mathematics test only:

7. Calculators (graphing or scientific; see Appendix IX)

Individuals who supervise the assessment should have prior experience in administering standardized tests (see Section 4.6).

4.2 What to Tell Students to Bring to the Session

When you communicate with the students about the nature and purpose of the assessment, please speak with them about what to bring to the testing room and about testing room regulations. They should bring:

1. No. 2 lead pencils with erasers, which are required for filling in the machine-readable answer documents. Even though schools are asked to have a supply of these pencils available, students should also be asked to bring a few No. 2 lead pencils with them.

2. Watches WITHOUT audible alarms (although the test administrator should ensure that students always know how much time they have left, whether or not they have brought watches).
3. A scientific or graphing calculator to the mathematics testing session. The mathematics test permits the use of calculators for two of the three sections. For one of these sections, calculators may provide an advantage. Please be aware that the test has been designed so that a student with a graphing calculator will not have an advantage over a student with a scientific calculator. Students with a four-function calculator, however, may be at a slight disadvantage.

4.3 Testing Room Regulations

Books, rulers, papers of any kind, and electronic, recording or photographic devices are not allowed into the testing room. This includes PDAs, cell phones, iPods, etc.

Exceptions:

1. ELL students who are receiving the accommodation of a dual-language dictionary may bring that book into the testing room when taking the mathematics and science tests.
2. Students are permitted to use scientific or graphing calculators on two of the three sections of the mathematics test.

Students may be dismissed from the test if they use notes or give or receive help during the test; fail, after being warned, to follow the test supervisor's instructions; work on one section of the test during the time allotted for another section; cause undue disturbance; or attempt to copy test materials or remove test materials from the room.

SREB reserves the right to cancel any test scores if the test taker engages in misconduct or if there is a testing irregularity. Because there is an obligation to report scores that accurately reflect the performance of each test taker, test administration and test security standards have been designed to assure that all test takers are given the same opportunity to demonstrate their abilities and to prevent some test takers from gaining an unfair advantage over others because of testing misconduct. All testing irregularities as well as test scores believed to be earned under unusual or nonstandard circumstances are routinely reviewed.

When taking the assessment, students should be sure to mark their answers on the answer document and not in the test books or survey book. They may use the test books for scratch work but will not receive credit for any responses written in them.

Students may leave the room briefly during the test to use the restroom but they must have the test administrator's permission to do so. Only one person at a time is permitted to leave the test in order to use the restroom. Students will not be permitted to make up the time they lose while they are out of the testing room.

4.4 Student Check-In

As each student arrives:

1. Verify that the student's name appears on the *Student Roster Form*.
2. Check that a Student ID number has been entered for each student in column C of the *Student Roster Form*.
3. Ask students you do not know to identify themselves before giving them their answer document.
4. Send any student whose name does not appear on the *Student Roster Form* back to his or her regular class.
5. Note student absences on the *Student Roster Form*. A makeup session must be scheduled for these students.
6. If a student arrives late, but before testing starts, you should give the student his or her answer document and help the student fill out the information on page 1.
7. Once students open their books, no late arrivals should be admitted. Students who arrive after this point should be counted as absent and scheduled to attend a makeup session.

4.5 Defective Test Materials

If you discover a defective book before the assessment begins:

1. Give the student another book. If no extra test books are available, contact ETS immediately at (609) 734-5646 for instructions.
2. Mark an "X" on the entire front cover of the defective book and write "DEFECTIVE BOOK" on the cover.
3. Report the information on the Test Supervisor Comment Sheet (see Appendix VIII).
4. Return defective materials with your used test materials.

If a student discovers a defective book after beginning work, replace the book with another of the same subject. If defective materials cause a loss of time, make certain the affected student is permitted to make up the time at the end of the test administration.

4.6 Supervising the Session

Testing session supervisors should be school administrators, school faculty or state or district education agency staff with prior experience in administering standardized tests. Supervisors should conduct all test-taking activities in an entirely nondiscriminatory manner to ensure that all students

receive equal treatment. All students are to take the assessment under a uniform set of prescribed conditions. No one is to suffer a disadvantage or gain an advantage because of race, religion, gender or disability. All students are to be protected from disturbance. The following are a few suggestions to provide a positive testing environment:

- Greet students in a friendly manner.
- Tolerate a reasonable amount of talking during admission, seating and other activities before the start of the test.
- Be patient, prompt, sensitive and courteous in responding to questions.
- Treat all students equally.
- Dismiss students in a friendly manner.

Additional Guidelines:

1. You may answer questions about the content of the student survey, but you may not answer any questions about the content of the items in the mathematics, science or reading portions of the assessment. Do not assist students by reading the directions or the item choices for any of the subject area tests (unless reading assistance is required per the student's IEP). For students who are not allowed reading assistance, the best response to any such requests is, "I'm sorry. I cannot answer any questions. Just do your best with the question."
2. If students have questions you cannot answer regarding the content, development or scoring of the reading, mathematics or science tests, please instruct them to send questions to: *HSTW*, Educational Testing Service, Rosedale Road, MS 20D, Princeton, NJ 08541. If a student's question involves a problem or issue with a particular test question, you can record the student's concern on the Test Supervisor Comment Sheet (Appendix VIII). In such a case, you will receive a response from ETS test specialists that you can share with the student. If students have questions regarding the student survey, please instruct them to send questions to: *HSTW* Assessment, Southern Regional Education Board, 592 10th Street, NW, Atlanta, GA 30318-5776.
3. Be sure that all students understand what they are to do and that they know how to record their answers on the answer document. You may answer student questions about these matters.
4. As students are working, you should move about the room to ensure that they are following directions and answering questions on the appropriate part of the answer document.
5. If a student finds an error in a test or survey item, please report the name of the test, the item number and the nature of the problem on the Test Supervisor Comment Sheet (Appendix VIII).
6. Students may leave a session only in an emergency situation. If a student cannot complete the session (e.g., he or she becomes ill), collect the student's test book and answer document and record this information on the student roster. No additional time should be provided. See Section 6.1 for the coding of answer documents to be voided due to this situation.
7. Students are not required to take the assessment but all students should be encouraged to do so. If a student refuses to participate before the assessment begins, mark that student as

“other” on the *Student Roster Form* and in the appropriate assessment status box of the answer document. Procedures can be found in Section 6.1. Select the next alternate from the sampling list. A student who refuses to continue with the assessment after answering questions in at least one section of a book should be considered to have completed that test. The student may or may not receive an individual report for the assessment in question or be included in the site report depending on how much of the test he or she has taken.

8. Students should try to answer every question even if they have to guess. There is no penalty for incorrect answers. They should attempt all open-ended questions because an open-ended question carries more weight than a multiple-choice question and it is possible to earn partial credit. The open-ended questions for the mathematics and science tests are in separately timed sections in order to encourage students to attempt them. The reading test could not be organized this way because both open-ended and multiple-choice questions refer to the same reading passages.
9. On rare occasions, a disturbing situation may arise in a testing room. For example, a student may faint or have a nosebleed and several other students may stop their work to help. Remedy the situation in the most practical way possible using the following guidelines:
 - Stay calm.
 - Ask all students to close their test books until the situation is resolved.
 - Record any time lost and adjust the testing time accordingly.
 - Collect test materials from each student individually and return them to each student individually if a move to another room is necessary.

4.7 Test Administration Irregularities

For any group or individual testing irregularities, please see Section 6.1 for the proper coding of answer documents that must be voided.

Group Irregularities — Group irregularities are any deviation from or disruption of normal testing that affects all or most of the students in a testing room or at a testing site. You must report any irregularities on the Test Supervisor Comment Sheet (Appendix VIII). Examples of group irregularities include:

Mistimings — If possible, correct an undertiming before the students have been dismissed. If additional testing time is warranted, offer all students the same amount of additional time for a test, even if they have finished testing. If an overtiming occurs, you cannot make an adjustment. Report any mistimings on the Test Supervisor Comment Sheet and be sure to indicate whether the incident is an undertiming or an overtiming, the amount of time involved and whether or not the mistiming was corrected.

Emergencies — Emergencies include storms, floods, power failures or other unusual events that disrupt the assessment and are beyond your control. In such a situation, decide whether to cancel the assessment or to find an alternate location. In case of emergency evacuation, your primary concern should be the safety of the students and your staff. When an emergency occurs, you should immediately:

- note the time remaining and, if time permits, ask students to close their books and leave them on their desks;
- evacuate the students and staff; and
- if time permits, collect answer documents and test books.

Individual Irregularities — Individual irregularities are any deviation from or disruption of normal testing that affects one or several students in a testing room or at a testing site. Report any individual irregularity on the Test Supervisor Comment Sheet and include the affected test, the testing room, the affected student’s name, timing details as appropriate and the action taken. Examples of individual irregularities include:

Defective Test Materials — See Section 4.5.

Answers Misplaced on the Answer Document — Give an unused answer document to a student who has marked answers in the wrong section of the answer document and instruct him or her to continue the test in the appropriate place. Once the affected testing session is complete, the student will need to transfer responses, as needed, to the new document.

Absence Due to Illness — If a student becomes ill during the test, collect his or her test book and answer document. If the student is able to return, hand back the same test materials. You must allow the student full testing time. If a student must withdraw permanently from the testing room because of illness, collect his or her test book and answer document and record the information on the Test Supervisor Comment Sheet. Mark the answer document “absent” in the assessment status box for that subject (see Section 6.1).

Any of the Irregularities Noted in Section 4.3 (Testing Room Regulations) — If a student is dismissed for giving or receiving information, working on one section of an examination during time allotted for another section, etc., attach the student’s answer document to the Test Supervisor Comment Sheet and provide a full explanation of the situation on that sheet. You may include extra sheets of paper for your explanation if necessary. Mark the answer document “other” in the assessment status box (see Section 6.1).

4.8 Administration Scripts

Four appendices in this *Guide* provide scripts for administering the student survey and each of the three subject tests.

Appendix I: The Student Survey
 Appendix II: The Mathematics Test
 Appendix III: The Science Test
 Appendix IV: The Reading Test

The scripts provide specific instructions for conducting and timing each session as well as standardized directions to read to students. These directions appear in text boxes.

Please read the directions in the text boxes word for word to ensure that all sessions are administered in the same way.

5. ADMINISTERING THE TEACHER SURVEY

5.1 *HSTW* Sites

HSTW sites will participate in the *HSTW* Teacher Survey and will receive teacher survey materials with the student assessment materials. Based on the number of teachers provided on the school's order form, sites will receive a paper survey and answer sheet for each teacher.

All teachers (grades nine through 12) should be given the opportunity to participate in the teacher survey — including academic and career/technical teachers. Non-teaching staff (such as media specialists, guidance counselors and administrators) should not complete surveys, as very few questions relate to their specific experiences. All specified teachers should complete the survey so that results represent the views of all teachers in the school rather than a select few.

Schedule a date and location for the survey. Typically, the survey takes about 45 to 60 minutes to complete. Surveys may be administered in a group setting (e.g., faculty meeting, in-service day) or distributed to teachers individually and returned to the assessment coordinator. However, the latter is typically less effective, as it tends to yield a lower response rate and, therefore, less reliable results. Every reasonable effort should be made by the assessment coordinator to collect completed surveys from every teacher in the school. This includes providing make-up surveys as needed.

The *HSTW* Teacher Survey is designed to provide teachers with an opportunity to share their insights into school and classroom practices and to indicate the professional development they have received and would like to receive in coming years. It is critical that teachers be made aware of this purpose prior to completing the survey. Survey administrators should also assure teachers that their answers will be kept strictly confidential and will not be used to identify them in any way. All results are reported at the school level, not at the individual teacher level.

Question 2 of the survey asks teachers to identify the subject or content area in which they have taught most frequently during the past two years. For career/technical subject/content areas, the 16 clusters identified by the States' Career Cluster Initiative are listed. Due to space limitations, the corresponding pathways could not be included on the survey. Detailed information regarding the career/technical clusters and pathways can be found in Appendix XI. Assessment coordinators may wish to provide career/technical teachers with a copy of this appendix to assist them in selecting their area of teaching. All career/technical teachers should be able to identify themselves with one of the 16 clusters.

Teachers should use No. 2 pencils and keep marks on the answer sheets within the circles. Stray marks; faint marks; torn, folded or copied answer documents; or the use of ink will prevent the answer sheets from being properly read. In order to provide survey results, the *HSTW* site code must be filled in accurately on every completed answer sheet. A site code list is enclosed in Appendix XII for your reference. If your school is not on this list, call SREB to obtain your site code number.

The teacher survey must be administered between January 29 and February 19, 2010. All teacher survey answer sheets must be returned to ETS with the student materials following the instructions provided in the *HSTW* Test Coordinator Kit.

5.2 TCTW Sites

TCTW sites will participate in the *TCTW* Teacher Survey which will be administered online. They should not receive *HSTW* Teacher Survey materials with their student assessment materials. In the event *TCTW* sites receive *HSTW* Teacher Survey materials in error, they should not participate in this survey. *TCTW* sites will receive information about participating in the *TCTW* Teacher Survey directly from SREB. **The online survey must be completed between January 29 and February 19, 2010.**

The survey asks teachers to identify the subject or content area in which they have taught most frequently during the past two years. For career/technical subject/content areas, the 16 clusters identified by the States' Career Cluster Initiative are listed. Detailed information regarding the career/technical clusters and pathways can be found in Appendix XI. Assessment coordinators may wish to provide teachers with a copy of this appendix to assist them in selecting their area of teaching. All career/technical teachers should be able to identify themselves with one of the 16 clusters.

6. PREPARING MATERIALS FOR RETURN TO ETS

6.1 Verifying Information on the Student Answer Document

NEW IN 2010

- ✓ Verify that your school's site code number has been accurately recorded on page 1 of each answer document. Without this number, the student's results will not be reported or included in your school report.
- ✓ Verify that students' names are recorded and filled in accurately on page 1 of the answer document. This helps ensure that the names are correct on the Student Reports produced for all participating students and the *HSTW* Award of Educational Achievement certificates produced for qualifying students.
- ✓ If you ordered special composite/breakout reports, enter the appropriate "E" or "F" code numbers assigned by ETS in the "OPTIONAL" section of the answer document. Enter these codes for *each* student who is to be included in a special composite report. If you are not sure whether your school ordered a special report that requires coding, please contact Lisa Rion of ETS at (609) 734-5646 before returning your materials. Each circle within this section, labeled "E" and "F," accommodates a single digit from 0-9. The code F-9 should be used if students received accommodations during testing as specified by their IEPs.
- ✓ The section labeled "SCHOOL USE ONLY" (the Assessment Status box) must be completed by the assessment coordinator or test session supervisor after **each** testing or make-up session has been completed. Using the criteria below, mark the appropriate circle to indicate the assessment status of each student for the survey and the three subject tests.

Mark **Completed (1)** on the answer document for each student who was present and took the assessment, even if he/she did not answer all questions.

Mark **Absent (2)** on the answer document for each student who was absent from the initial assessment session and was unable to make up the session.

Mark **Other (3)** on the answer document for each student who did not take the assessment seriously by misbehaving or causing a disruption, displaying behavior such as sleeping, resting his/her head on the desk, marking responses on the answer document in a meaningless way or refusing to respond to the test or survey questions or testing irregularity as defined in Section 4.7. Any students marked “other” are considered void and scores will not be reported.

If a Student Survey is marked “Absent” or “Other,” no part of the assessment for the student will be included in any reports. In addition, while analyzing the test data, ETS will apply established “attemptedness” rules to determine if students’ test scores are valid for reporting test results.

6.2 Packing Student and Teacher Materials for Return to ETS

Carefully follow the instructions in the *HSTW* Test Coordinator Kit that was included in your shipment of test materials. If you encounter any difficulties during this process, please call Lisa Rion of ETS at (609) 734-5646 immediately.

APPENDIX I: The Student Survey

These instructions are based on the assumption that each part of the assessment is administered on a separate day (or in a separate session) and that the student survey is administered first.

The boxes that follow contain directions that should be read aloud to students. Please do not deviate from these directions. You may answer questions regarding testing procedure or the content of the student survey. However, you should politely decline to answer any questions regarding the content of the mathematics, science or reading tests.

Materials you will need for this session:

- Pencils
- Timer
- *Student Roster Form*
- Site Code Number (display clearly in the front of the room). You should already have filled out this number on each student's answer document, but it is wise to have the students check the accuracy of this crucial piece of information.
- Student Survey books
- A pre-assigned answer document for each student in this session
- Copies of the completed *Course Matching Chart* for each student*
- Copies of transcripts or course histories and course schedules for each student*

*It is strongly recommended that the course experience portion of the student survey (Section 1) be completed by school personnel prior to the administration of the assessment. If this is the case at your school, students will not need copies of the *Course Matching Chart* or of their transcripts and course schedules.

Remember, Section 1 cannot be completed on the student survey without knowing how the department chairs classified courses offered at your school. The *Course Matching Chart* (which your school completed with the help of the *Course Description Guide*) is the only document that can connect local course titles to those listed in the Student Survey.

In 2010, Section 1 questions appear directly on the answer documents. Students will be asked to indicate only whether or not they took a course and passed a course (or are currently taking or will take the course) and not the number of credits earned.

Box 1

I am _____ (tell students your name and position if they do not already know you). Today you will be participating in the *High Schools That Work* Student Survey. Our school is part of a project to find new ways to improve our programs and services to students. We are administering this assessment in order to measure our progress and the effectiveness of the improvements we are making. It is important that you work carefully and follow all directions so that we get an accurate measure of what we are doing well and what we could be doing even better to help our students.

The assessment will be given in four parts. The first part is not a test. It is called the Student Survey and is a questionnaire about your experiences in high school and your plans for after graduation. After the Student Survey, there will be three tests: one in mathematics, one in science and one in

reading.

The most important point to remember is to try to answer every question on every test. You will find some questions easy and some more difficult, but do your best and try to answer them all. By doing your best, you will be helping future students benefit from the changes we make as a school based on the assessment results.

The results we receive will be for the entire group of students taking these tests. No individual student results or survey responses will be reported to our school in the school report we will receive. However, each of you will get an individual report showing your overall level of performance on each of the three subject tests and whether or not you completed the rigorous curriculum recommended by the *High Schools That Work* program. Only by trying to answer every question on the survey and on the three tests can you ensure that your individual report is complete and accurate.

Additionally, you may qualify for the *HSTW* Award of Educational Achievement based on your performance on the subject tests and the curriculum you completed in high school.

Individual reports and award certificates will be mailed to us by April 30. We will mail or otherwise distribute the reports and certificates to you as soon as possible.

The student survey and the three tests are produced by Educational Testing Service and go through many quality-control checks. In spite of this thoroughness, on rare occasions, typographical errors or flaws in questions may be found. If you suspect a problem, please raise your hand. If you have a defective book, I will give you a replacement. If there is a problem with a question, I will assist you in reporting your concern.

If students report any concerns about a test or a survey question, please describe the concern on the Test Supervisor Comment Sheet (Appendix VIII). Please continue:

Box 2

I will soon distribute an answer document and the student survey to you. Before I begin passing out materials, clear your desk of anything you may have brought with you except a sharpened number two pencil with a good eraser. Does anyone need a pencil?

Distribute pencils if needed.

Box 3

Now I will distribute the student survey and your answer document. When you receive your survey book, please do not open it.

First distribute the student survey books. Then distribute the answer documents. Make sure that each student receives the answer document with his or her name on it. If a student is absent, set that student's answer document aside.

Box 4

Please turn to your answer document and look at the front. Please provide the information requested in the box below “School Name and State.” Copy the site code number that I have put on the board into the five boxes and fill in the corresponding circles. Please be sure to fill in the circles completely. If the site code number is already filled in, please check to make sure it is accurately written and that the correct circles are filled in as well.

Give students a few minutes to fill in or check the accuracy of this information.

Box 5

At the bottom of the page is a place for you to record your name. Write your name and fill in the corresponding circles. Do not use nicknames. Be sure that this information is accurate. Names will appear on student reports and Award of Educational Achievement certificates based on this information. If this information is already filled in, please check to make sure it is accurately written and that the correct circles are filled in as well.

Give students a few minutes to fill in or check the accuracy of this information.

If your school ordered special composite/breakout reports and has been provided special codes from ETS, staff in your school should already have completed the “Optional” box with those codes. Please continue:

Box 6

Now open your survey book to the directions on the inside front cover. Please read the directions and review the sample questions.

Give the students time to read and review the sample questions. Offer to answer any questions they have at this time.

If schools are completing Section 1 for the students:

To facilitate responding to the course experience portion of the survey, Section 1 questions are now printed on the scannable answer document and should be recorded there. To ease the burden for sites and to provide more accurate information in site reports, questions no longer require knowledge of the number of credits a student may have earned but only whether or not a student took a course. Please be sure to respond to each question.

Box 7

School personnel have completed section 1 of the student survey for you. Please turn to page 3 of your answer document and to Section 2 of your survey booklet.

Skip to the information for Section 2 following Box 11.

If students are completing Section 1 of the Student Survey:

The administration of the student survey differs from the administration of all other parts of the assessment because the survey contains no cognitive questions. Therefore, no timing is provided for any of the sections. It will take approximately 45 to 60 minutes to complete the student survey; however, you can give students as much time as they need. Students should complete all sections accurately, with the assurance that their privacy has been respected.

Section 1

This section takes approximately 10 to 15 minutes to complete but may take longer depending on the complexity of the mapping between the SREB course titles and your school's course titles.

Because your site is having students complete this section, you may wish to have the guidance counselor available to assist you.

You will need to tailor your administration of this section to your local transcript or course history format. Some transcripts list courses by semester, beginning with the first year of high school. Others list courses by subject, such as mathematics, English/language arts or science.

Our recommendation is to lead students through the subject listings one by one. Be sure that students enter all courses including those that may have yet to be posted on their transcripts. These may include courses that they took during the previous marking period or those they are currently taking.

Time can be saved if you take a moment to familiarize the students with those aspects of the transcript or course history that they will use. Students will be looking for course names. It is important to take note of the format by which courses are presented (e. g., semester, year, subject) to facilitate their searching for course titles.

The *Course Matching Chart* is also an essential tool. Using this chart, you and your students can find your school's title for each course mentioned in the survey. Then the students can look for that title in their own transcripts or course history documents.

Distribute copies of the *Course Matching Chart*, transcripts and/or course schedules after you have distributed the student survey books and the answer documents.

Box 8

Please turn your answer document to page 2. Before you begin, please check to make sure that you have been given the correct transcript. You should record your answers directly on the answer document. Questions will only require a yes or no response.

The first question asks if the school or student is completing this section. Please fill in the circle under "student."

It is important to pay attention to what we are doing while completing section 1. I will read the course titles included in question 1: Mathematics: Basic, Fundamental, Practical, Essential, General, Consumer or Business. Using the Course Matching Chart, I will now read the names of the courses at

our school that correspond to these titles (**READ YOUR COURSE TITLES NOW**).

Can you find any of these titles on your transcript or course history document? If you can, that means you have taken the course. If you have taken and passed any of these courses, are currently taking them or plan to take them, please answer “yes” to question 1 by filling in the appropriate circle on your answer document. If you have not taken and passed, are not currently taking and do not plan to take any of the courses I read for question 1, fill in the circle under “no.”

As we go through section 1 of the survey question by question, I will use the *Course Matching Chart* to read our school’s titles for the courses listed in the survey. Find the course titles that I read to you on your transcript. Answer “yes” or “no” as I have just explained and fill in the appropriate circles on your answer document.

If your school is on block scheduling, you may want to emphasize the need to include courses planned but not yet taken.

Box 9

Are there any questions? It is important to be careful in your work so that you can be recognized for the courses you have taken.

Pause for a moment to answer any questions.

Then proceed with question 2.

Box 10

Question 2: Mathematics: Applied or Technical (First Year). According to the *Course Matching Chart*, our courses that correspond to this title are _____ (**READ YOUR COURSE TITLES NOW**). Have you taken any of these courses? If so, fill in the “yes” circle. If you do not find any of these courses on your transcript or course history document, fill in the “no” circle.

Continue this process through question 59.

Box 11

You will not need to refer to your school transcripts or course history documents to complete the rest of the survey. Place them on the corner of your desk. I will pick them up at the end of the session.

Section 2

This section takes approximately 25 to 30 minutes to complete.

Question 132 in Section 2 of the Student Survey asks students if they are completing a career/technical concentration and, if so, in which area. All students should answer this question as

one response option is “When I graduate, I will not have completed four or more courses in any career/technical area.” Career/technical students, however, may need clarification about their career/technical area of concentration. This survey lists the 16 clusters and 79 pathways identified by the States’ Career Cluster Initiative. Local schools may use program names that differ from these clusters and pathways. While almost all concentrations should fit within the 16 clusters, there is an option for “Other career/technical concentration” in the event it is needed. Assessment coordinators should ensure that:

- all students participating in the assessment, both career/technical and non-career/technical, answer this question,
- all career/technical students participating in the assessment know that they are a career/technical student, and
- all career/technical students participating in the assessment know which cluster fits their career/technical program of study.

Career/technical students will also be asked to answer a series of questions about their career/technical experiences. Assessment coordinators should ensure career/technical students complete these questions (Section 2, questions 132-151 and Section 3, questions 19-25).

If a student cannot find his or her concentration listed, assist that student in selecting the appropriate concentration. If you still cannot find an appropriate concentration, that student should mark “other career/technical concentration (132R). If a student is NOT a career/technical student, he or she should mark 132A.

Refer to Appendix XI for the list of career clusters and pathways.

Box 12

You will now complete Section 2 of the student survey. Please open your Student Survey to Section 2. This section will take you about 25 to 30 minutes to complete. Fill in only one circle for each question on the answer document unless the question instructs otherwise (for example, some questions ask you to fill in a circle for all options that apply to you).

Most career/technical concentrations can be classified under items B through R. If you cannot find your career/technical concentration, raise your hand and I will assist you. In the rare instance that we cannot classify your concentration, please fill in circle R for “Other Career/Technical Concentration” on the answer document. If you do not have a career/technical concentration, fill in circle A: “When I graduate, I will not have completed four or more courses in any career/technical area.” All of you should respond to this question.

If you entered a response in items B through R for question 132, you are considered a career/technical student and should answer all questions on the survey that refer to career/technical students. If you filled in oval A, please do not answer questions that specify “career/technical or CT students only.”

If you find you are unsure about how to respond to Question 132, please raise your hand now and I will assist you.

Address student questions and then read Box 13.

Box 13

Please proceed with answering all the questions in section 2 of the student survey.

Give students time to complete Section 2.

Section 3

This section takes approximately 10 to 15 minutes to complete.

Box 14

You will now complete Section 3 of the student survey. Please open your Student Survey to Section 3. This section will take you about 10 to 15 minutes to complete. Fill in only one circle for each question on the answer document unless the question instructs otherwise (for example, some questions ask you to fill in a circle for all options that apply to you). Please answer all the questions in section 3 of the student survey.

Question 26, listed directly on the answer document, asks students to enter a valid e-mail address that they plan to use in spring 2011. This e-mail address will be used to contact them for participation in the *HSTW Follow-Up Survey of 2010 Graduates* that will take place in spring 2011. Using the *Student Roster Form*, the assessment coordinator should also record and keep student e-mail addresses on file for this purpose as the school will primarily be responsible for contacting graduates. Students are instructed at the end of Section 3 of the survey to record this information directly on their answer documents.

Box 15

When you are done completing the survey, please provide your e-mail address on the answer document. Please enter an e-mail address you plan to use in spring 2011. We will use that address to contact you and ask you to participate in a survey of recent high school graduates.

If you are continuing with another subject test and it appears that all students have completed the student survey, collect the survey books from each student. Once materials have been collected and accounted for, provide students with a 10-minute break.

If you have completed testing for the day and it appears that all students have completed the student survey, collect an answer document and survey book from each student. Once all materials have been collected and accounted for, thank students cordially for their participation. Use standard procedures to return students to classes or proceed with the next part of the assessment as scheduled.

APPENDIX II: The Mathematics Test

The following are instructions for administering the mathematics test of the *High Schools That Work* Assessment. The mathematics test contains three timed sections. The total testing time is 70 minutes. Test administration procedures (e. g., handing out and collecting answer documents and test books, answering procedural questions, etc.) can add approximately 15 minutes to the testing session.

The boxes that follow contain directions that should be read aloud to students. Please do not deviate from these directions. You may answer questions regarding testing procedures or the content of the student survey. However, you should politely decline to answer any questions regarding the content of the mathematics, science or reading tests.

The use of calculators is allowed only for Sections 2 and 3 of this test. Students may not use calculators for Section 1.

Section 2 of the mathematics test has been designed for completion with a graphing or scientific calculator. A four-function calculator may put a student at a slight disadvantage. Section 3 (the open-ended section) can be completed with or without a calculator; calculators are permitted on this section because they may be useful to students. Sharing of calculators during the test is not permitted.

Materials you will need for this session:

- Pencils
- Timer
- *Student Roster Form*
- Mathematics test books
- A pre-assigned answer document for each student in this session
- Calculators

Please be sure to have your *Student Roster Form* with you before administering this test.

Box 1

I am _____ (tell the students your name and position if the students do not already know you). Today you will be participating in the *High Schools That Work* Assessment mathematics test. This test is divided into three timed sections. The total testing time is 70 minutes. You will be allowed to use a graphing or scientific calculator for Sections 2 and 3. Section 2 has been designed for completion with a calculator. You may or may not find a calculator useful for Section 3, but you may use one if you wish. You are not allowed to use a calculator for Section 1 of the test.

Before I distribute the testing materials, please clear your desk of anything you may have brought with you. Put your calculators under your seat or beside your desk. I will tell you when it is time to get them out.

In order to fill in answers on your answer document, you will need a sharpened number two pencil with a good eraser. Does anyone need a pencil?

Distribute pencils if needed. If your school is providing calculators for students who do not have them, you may also distribute them at this time.

Box 2

Now I will distribute the test materials. When you receive your test book and answer document, place them face down on your desk. Do not open them.

Distribute the answer documents and test books one at a time. Make sure that you give each student his or her own answer document. If a student is absent, set that student's answer document aside. Mark your *Student Roster Form* accordingly. When all the test materials have been distributed, say:

Box 3

You will find two types of questions on the mathematics test. Sections 1 and 2 consist of multiple-choice questions that require you to select one correct answer from the alternatives given. When answering the multiple-choice questions, remember to fill in the circle corresponding to your answer choice fully and evenly. If you need to erase a circle you have filled in, do so as completely as possible. You should try to answer all of these questions, even if you are not sure of the correct answer. You will get credit for every question you answer correctly, but you will not lose credit for incorrect answers. It is a good idea to try to narrow the alternatives down as best you can and then use your best judgment to pick your final answer.

Section 3 consists of two open-ended questions that require you to show your work and write your own responses. You should respond to all questions in your answer document. You will not get credit for anything you write in your test book. When answering the open-ended questions, be sure to write your responses inside the boxes provided on your answer document. Open-ended questions will ask that you write your own response to a question or show your work for a problem. Even if you are not sure of the answer, you should respond to each of these open-ended questions because you may be able to earn partial credit. Each open-ended question carries more weight than a multiple-choice question. Partial credit for an answer to an open-ended question actually can be worth more than a correct answer to a multiple-choice question.

You should not spend too much time on a question that is giving you trouble. In general, work as quickly as you can without becoming careless. Answer all the questions you are sure of in a section first, skipping those that are difficult for you. Then come back to the difficult questions and do your best to answer them. The most important point to remember is to do your best and try to answer every question on the test.

Scrap paper is not allowed, but you may use your test book to work out answers. Just remember to record all of your final answers on your answer document.

Please be sure that the following information is provided for each student. On the answer document is a column of three circles labeled "A," "B" and "C" near the top of the answer document pages where the mathematics and science tests begin. Each mathematics and science test booklet has an "A," "B" or "C" printed on its front cover in a prominent place. **It is crucial for students to determine whether they have an "A," "B" OR "C" test booklet for the mathematics and science tests and to fill in the appropriate circle on their answer documents.** The reading test does not have "A," "B" and "C" booklets.

Box 4

Please open your answer document to the mathematics test section. Look at the cover of your test booklet. You will see the letter “A,” “B” or “C” prominently displayed. On your answer document, copy the corresponding letter on the front cover of your test booklet in the box and fill in the circle marked “A,” “B” or “C.” Check to make sure you have filled in the correct circle. Your test cannot be scored if you fail to fill in the correct circle.

If you are an English Language Learner, please answer the question that follows the form code.

Now open your test book to the directions on the inside of the cover page. Please read the directions and review the sample questions. Look up at me when you are done.

Give the students time to read and review the sample questions. Answer any procedural questions students may have. Politely decline to answer any questions regarding test content. After you have answered questions, read Box 5.

Box 5

This test is divided into three sections. At the beginning of each section, I will tell you how much time you will have and when to begin. I will also tell you when to stop work on each section. Do not go on to the next section until you are instructed to do so. You may work on only one section at a time (that is, you may not work on Sections 2 or 3 during the time allotted for Section 1 and so on). Remember that calculators are allowed only for Sections 2 and 3.

If you need another pencil during the test, please raise your hand and I will give you one.

Please turn to Section 1 in your test book. You have 27 minutes to complete this section. You may begin now.

Set the timer for 27 minutes.

IMPORTANT: Walk around the room to be certain that students are working on the correct section and placing their answers on the correct section of the answer document.

When there are five minutes remaining, say:

Box 6

You have five minutes remaining for this section.

At the end of 27 minutes, say:

Box 7

Please stop working and put your pencils down. Now turn to Section 2 in your test book. You have 28 minutes to complete this section. You may use a graphing or scientific calculator. Please take out your calculators now.

Pause to allow all students to get their calculators.

Box 8

You may begin now.

Set the timer for 28 minutes.

IMPORTANT: Walk around the room to be certain that students are working on the correct section and placing their answers on the correct section of the answer document.

When there are five minutes remaining, say:

Box 9

You have five minutes remaining for this section.

At the end of 28 minutes, say:

Box 10

Please stop working and put your pencils down. Now turn to Section 3 of your test book. You have 15 minutes to complete this section. You may use a graphing or scientific calculator. You may begin now.

Set the timer for 15 minutes.

IMPORTANT: Walk around the room to be certain that students are working on the correct section and placing their answers in the correct section on the answer document.

When there are five minutes remaining, say:

Box 11

You have five minutes remaining for this section.

At the end of 15 minutes, say:

Box 12

Stop working and close your test books and answer documents. Please sit quietly while I collect the test materials. Thank you for your cooperation and effort on the mathematics test.

If you are continuing with another test, collect a mathematics test book from each student. Once materials have been collected and accounted for, provide students with a 10-minute break.

If you have completed testing for the day, collect an answer document and mathematics test book from each student. Once all materials have been collected and accounted for, use standard procedures to return students to classes.

APPENDIX III: The Science Test

The following are instructions for administering the science test of the *High Schools That Work* Assessment. The science test contains three timed sections. The total testing time is 70 minutes. Test administration procedures (e. g., handing out and collecting answer documents and test books, answering procedural questions) can add approximately 15 minutes to the testing session.

The boxes that follow contain directions that should be read aloud to students. Please do not deviate from these directions. You may answer questions regarding testing procedures or the content of the student survey. However, you should politely decline to answer any questions regarding the content of the mathematics, science or reading tests.

Please be sure to have your *Student Roster Form* with you before administering this test.

Materials you will need for this session:

- Pencils
- Timer
- *Student Roster Form*
- Science test books
- A pre-assigned answer document for each student in this session

Box 1

I am _____ (tell the students your name and position if the students do not already know you). Today you will be participating in the *High Schools That Work* Assessment science test. This test is divided into three timed sections. The total testing time is 70 minutes.

Before I distribute the testing materials, please clear your desk of anything you may have brought with you.

In order to fill in answers on your answer document, you will need a sharpened number two pencil with a good eraser. Does anyone need a pencil?

Distribute pencils if needed.

Box 2

Now I will distribute the test materials. When you receive your book and answer document, place them face down on your desk. Do not open them.

Distribute the answer documents and test books one at a time. Make sure that you give each student his or her own answer document. If a student is absent, set that student's answer document aside. When all the test materials have been distributed, say:

Box 3

You will find two types of questions on the science test. Sections 1 and 2 consist of multiple-choice questions that require you to select one correct answer from the alternatives given. When answering the multiple-choice questions, remember to fill in the circle corresponding to your answer choice fully and evenly. If you need to erase a circle you have filled in, do so as completely as possible. You should try to answer all of these questions, even if you are not sure of the correct answer. You will get credit for every question you answer correctly, but you will not lose credit for incorrect answers. It is a good idea to try to narrow the alternatives down as best you can and then use your best judgment to pick your final answer.

Section 3 consists of two open-ended questions that require you to show your work and write your own responses. You should respond to all questions in your answer document. You will not get credit for anything you write in your test book. When answering the open-ended questions, be sure to write your responses inside the boxes provided on your answer document. Open-ended questions will ask that you write your own response to a question or show your work for a problem. Even if you are not sure of the answer, you should respond to each of these open-ended questions because you may be able to earn partial credit. Each open-ended question carries more weight than a multiple-choice question. Partial credit for an answer to an open-ended question actually can be worth more than a correct answer to a multiple-choice question.

You should not spend too much time on a question that is giving you trouble. In general, work as quickly as you can without becoming careless. Answer all the questions you are sure of in a section first, skipping those that are difficult for you. Then come back to the difficult questions and do your best to answer them. The most important point to remember is to do your best and try to answer every question on the test.

Scrap paper is not allowed, but you may use your test book to work out answers. Just remember to record all of your final answers on your answer document.

Please be sure that the following information is provided for each student. On the answer document is a column of three circles labeled “A,” “B” and “C” near the top of the answer document pages where the mathematics and science tests begin. Each mathematics and science test booklet has an “A,” “B” or “C” printed on its front cover in a prominent place. **It is crucial for students to determine whether they have an “A,” “B” OR “C” test booklet for the mathematics and science tests and to fill in the appropriate circle on their answer documents.** The reading test does not have “A,” “B” and “C” booklets.

Box 4

Please open your answer document to the science test section. Look at the cover of your test booklet. You will see the letter “A,” “B” or “C” prominently displayed. On your answer document, copy the corresponding letter on the front cover of your test booklet in the box and fill in the circle marked “A,” “B” or “C.” Check to make sure you have filled in the correct circle. Your test cannot be scored if you fail to fill in the correct circle.

If you are an English Language Learner, please answer the question that follows the form code.

Now open your test book to the directions on the inside of the cover page. Please read the directions and review the sample questions. Look up at me when you are done.

Give the students time to read and review the sample questions. Answer any procedural questions students may have. Politely decline to answer any questions regarding test content. After you have answered questions, read Box 5.

Box 5

This test is divided into three sections. At the beginning of each section, I will tell you how much time you will have and when to begin. I will also tell you when to stop work on each section. Do not go on to the next section until you are instructed to do so. You may work on only one section at a time (that is, you may not work on Sections 2 or 3 during the time allotted for Section 1 and so on).

If you need another pencil during the test, please raise your hand and I will give you one.

Please turn to Section 1 in your test book. You have 28 minutes to complete this section. You may begin now.

Set the timer for 28 minutes.

IMPORTANT: Walk around the room to be certain that students are working on the correct section and placing their answers on the correct section of the answer document.

When there are five minutes remaining, say:

Box 6

You have five minutes remaining for this section.

At the end of 28 minutes, say:

Box 7

Please stop working and put your pencils down. Now turn to Section 2 in your test book. You have 27 minutes to complete this section. You may begin now.

Set the timer for 27 minutes.

IMPORTANT: Walk around the room to be certain that students are working on the correct section and placing their answers on the correct section of the answer document.

When there are five minutes remaining, say:

Box 8

You have five minutes remaining for this section.

At the end of 27 minutes, say:

Box 9

Please stop working and put your pencils down. Now turn to Section 3 of your test book. You have 15 minutes to complete this section. You may begin now.

Set the timer for 15 minutes.

IMPORTANT: Walk around the room to be certain that students are working on the correct section and placing their answers in the correct section on the answer document.

When there are five minutes remaining, say:

Box 10

You have five minutes remaining for this section.

At the end of 15 minutes, say:

Box 11

Stop working and close your test books and answer documents. Please sit quietly while I collect the test materials. Thank you for your cooperation and effort on the science test.

If you are continuing with another test, collect a science test book from each student. Once materials have been collected and accounted for, provide students with a 10-minute break.

If you have completed testing for the day, collect an answer document and science test book from each student. Once all materials have been collected and accounted for, use standard procedures to return students to classes.

APPENDIX IV: The Reading Test

The following are instructions for administering the reading test of the *High Schools That Work* Assessment. The reading test contains three timed sections. The total testing time is 90 minutes. Test administration procedures (e. g., handing out and collecting answer documents and test books, answering procedural questions) can add approximately 15 minutes to the testing session.

The boxes that follow contain directions that should be read aloud to students. Please do not deviate from these directions. You may answer questions regarding testing procedure or the content of the student survey. However, you should politely decline to answer any questions regarding the content of the mathematics, science or reading tests.

Please be sure to have your *Student Roster Form* with you before administering this test.

Materials you will need for this session:

- Pencils
- Timer
- *Student Roster Form*
- Reading test books
- A pre-assigned answer document for each student in this session

Box 1

I am _____ (tell the students your name and position if the students do not already know you). Today you will be participating in the *High Schools That Work* Assessment reading test. This test is divided into three timed sections. The total testing time is 90 minutes.

Before I distribute the testing materials, please clear your desk of anything you may have brought with you.

In order to fill in answers on your answer document, you will need a sharpened number two pencil with a good eraser. Does anyone need a pencil?

Distribute pencils if needed.

Box 2

Now I will distribute the test materials. When you receive your book and answer document, place them face down on your desk. Do not open them.

Distribute the answer documents and test books one at a time. Make sure that you give each student his or her own answer document. If a student is absent, set that student's answer document aside. When all the test materials have been distributed, say:

Box 3

The reading test consists of a number of passages with sets of questions based on each passage. You will find two types of questions in these sets. Most are multiple-choice questions that require you to select one correct answer from the alternatives given. When answering the multiple-choice questions, remember to fill in the circle corresponding to your answer choice fully and evenly. If you need to erase a circle you have filled in, do so as completely as possible. You should try to answer all of these questions, even if you are not sure of the correct answer. You will get credit for every question you answer correctly, but you will not lose credit for incorrect answers. It is a good idea to try to narrow the alternatives down as best you can and then use your best judgment to pick your final answer.

Two questions are open-ended questions that require you to show your work and write your own responses. You should respond to all questions in your answer document. You will not get credit for anything you write in your test book. When answering the open-ended questions, be sure to write your responses inside the boxes provided on your answer document. Open-ended and will ask that you write your own response to a question or show your work for a problem. Even if you are not sure of the answer, you should respond to each of these open-ended questions because you may be able to earn partial credit. Each open-ended question carries more weight than a multiple-choice question. Partial credit for an answer to an open-ended question can actually be worth more than a correct answer to a multiple-choice question. On the reading test, the open-ended questions are embedded among the multiple-choice questions. This is because all of the questions on the reading test refer to reading passages. There are two open-ended questions on the reading test.

You should not spend too much time on a question that is giving you trouble. In general, work as quickly as you can without becoming careless. Answer all the questions you are sure of in a section first, skipping those that are difficult for you. Then come back to the difficult questions and do your best to answer them. The most important point to remember is to do your best and try to answer every question on the test.

Scrap paper is not allowed, but you may use your test book to work out answers. Just remember to record all of your final answers on your answer document.

Now open your test book to the directions on the inside of the cover page. Please read the directions and review the sample questions. Look up at me when you are done.

Give the students time to read and review the sample questions. Answer any procedural questions students may have. Politely decline to answer any questions regarding test content. After you have answered questions, read Box 4.

Box 4

This test is divided into three sections. At the beginning of each section, I will tell you how much time you will have and when to begin. I will also tell you when to stop work on each section. Do not go on to the next section until you are instructed to do so. You may work on only one section at a time (that is, you may not work on Sections 2 or 3 during the time allotted for Section 1 and so on).

If you need another pencil during the test, please raise your hand and I will give you one.

Please turn to Section 1 in your test book. You have 25 minutes to complete this section. You may begin now.

Set the timer for 25 minutes.

IMPORTANT: Walk around the room to be certain that students are working on the correct section and placing their answers on the correct section of the answer document.

When there are five minutes remaining, say:

Box 5

You have five minutes remaining for this section.

At the end of 25 minutes, say:

Box 6

Please stop working and put your pencils down. Now turn to Section 2 in your test book. You have 40 minutes to complete this section. You may begin now.

Set the timer for 40 minutes.

IMPORTANT: Walk around the room to be certain that students are working on the correct section and placing their answers on the correct section of the answer document.

When there are five minutes remaining, say:

Box 7

You have five minutes remaining for this section.

At the end of 40 minutes, say:

Box 8

Please stop working and put your pencils down. Now turn to Section 3 of your test book. You have 25 minutes to complete this section. You may begin now.

Set the timer for 25 minutes.

IMPORTANT: Walk around the room to be certain that students are working on the correct section and placing their answers in the correct section on the answer document.

When there are five minutes remaining, say:

Box 9

You have five minutes remaining for this section.

At the end of 25 minutes, say:

Box 10

Stop working and close your test books and answer documents. Please sit quietly while I collect the test materials. Thank you for your cooperation and effort on the reading test.

If you are continuing with another test, collect a reading test book from each student. Once materials have been collected and accounted for, provide students with a 10-minute break.

If you have completed testing for the day, collect an answer document and reading test book from each student. Once all materials have been collected and accounted for, use standard procedures to return students to classes.

APPENDIX V: School Header for Student Documents

An image of the school header for student documents form will appear in the final test administration guide.

APPENDIX VI: School Header for Teacher Documents

An image of the school header for teacher documents form will appear in the final test administration guide.

APPENDIX VII: Sample Answer Document

An image of the answer document (page 1) will appear in the final test administration guide.

APPENDIX VIII: Test Supervisor Comment Sheet (To be returned with used answer documents)

Name of School: _____

Site Code #: _____

Assessment Coordinator's Name: _____

Item Problems:

Student's Name	Test Book Form	Test Book Number	Item/Question	Problem

Irregularities during the Test Administration:

Describe Irregularity	Students Involved

Assessment Coordinator Comments: _____

APPENDIX IX: Calculator Policy

Students may use a calculator (either graphing or scientific) for Sections 2 and 3 only of the mathematics test. While the use of a graphing calculator instead of a scientific calculator will not present an advantage, the use of a four-function calculator may place students at a slight disadvantage. Calculators are NOT permitted for the first section of the mathematics test or for the other subject tests in the *High Schools That Work* Assessment.

The following devices are NOT permitted: cell phones, pocket organizers, “hand-held” and laptop computers, electronic writing pads and pen-input devices, calculators with QWERTY (i.e., typewriter-like) keypads, calculators that require paper tapes, calculators that make noise or “talk” and calculators that require electrical outlets. Students may not share calculators during the test.

To minimize the chance of a calculator malfunction, it is recommended that each calculator be equipped with fresh batteries and checked for proper functioning prior to the start of the assessment. Assessment coordinators cannot assist students if their calculators malfunction during testing. Students may bring batteries and/or backup calculators to the test.

APPENDIX X: Glossary

Administration Scripts: The scripts provide specific instructions for administering the student survey and the three subject tests and can be found in Appendices I-IV. The instructions that are to be read aloud to the students appear in boxes. Please read the boxed text word for word to ensure that all sessions are administered in the same way.

Answer Document: The students will enter their responses for both multiple-choice and open-ended questions for the student survey and the three subject tests on the answer document.

Assessment Group: Check the *Student Roster Form* to verify the total number of participating students. If the assessment group is large, you may want to divide the students into several smaller assessment groups.

Assessment Session: The entire assessment will take about five hours. To prevent student fatigue, schedule at least two assessment sessions.

Award of Educational Achievement: The *High Schools That Work* Assessment results will identify students who qualify for the *HSTW* Award of Educational Achievement. You can find details on what a student must do to qualify for this award in the *Information for Sites Bulletin*.

School Header Sheet: Assessment coordinators use this form to record the number of used answer documents returned to ETS for scoring. *This replaces the Survey Control Form used for previous administrations.* You must still return all used and unused test books and all unused answer documents, but you no longer need to record all these numbers on a Survey Control Form. ETS has installed a new tracking system to ensure everything shipped to schools has been returned. ETS will contact your school if this system indicates that any test books or answer documents sent out to you have not been received.

Shipping Notice: The shipping notice is included with your shipment of test materials and is used to verify that all materials have been received.

Site Code: The Site Code is sometimes referred to as your test center number. It is issued by ETS and is a unique identifying number for your school. Your Site Code can be found on the shipping notice as well as in Appendix XII of this *Guide*. If your site code is not listed, call Fran Mathis at (404) 879-5611

Student ID Number: The six-digit ID number is the number sequence that appears on the upper right-hand corner of the answer document. (See Appendix VII for the location of this number on the answer document.) Each student on the Student Roster must be assigned an answer document; the six-digit ID number on the document should be copied beside the student's name. This number now becomes the student's ID number. Please make sure that each student uses the same answer document for all four parts of the assessment.

Student Survey: The purpose of the student survey is to collect information about student variables that may be associated with achievement and to document certain courses that students have taken during high school.

Student Roster Form: The *Student Roster Form* is your main control sheet and all students whom you intend to assess must be listed on it. The completed roster does not get returned to SREB or ETS. See Section 2.4.

Teacher Header Sheet (New in 2010 – HSTW Sites Only): Assessment coordinators use this form to record the number of used answer sheets being returned to ETS for processing. ETS has installed a new tracking system to ensure everything shipped to schools has been returned. ETS will contact your school if this system indicates that answer sheets sent out to you have not been received. *TCTW* sites will not receive or return teacher survey materials as they will participate in an online teacher survey.

APPENDIX XI: List of Career/Technical Clusters and Pathways

Agriculture, Food & Natural Resources

- Food Products and Processing Systems
- Plant Systems
- Animal Systems (including veterinarians)
- Power, Structural & Technical Systems
- Natural Resources Systems
- Environmental Service Systems
- Agribusiness Systems

Architecture & Construction

- Design/Pre-Construction (including architecture and drafting)
- Construction (including masonry and construction trades)
- Maintenance/Operations (including plumbing, electricity and HVAC)

Arts, Audio/Video Technology & Communications

- Audio and Video Technology and Film
- Printing Technology
- Visual Arts
- Performing Arts
- Journalism and Broadcasting
- Telecommunications

Business, Management & Administration

- General Management (including entrepreneurship)
- Business Information Management
- Human Resources Management
- Operations Management
- Administrative Support

Education & Training

- Administration and Administrative Support
- Professional Support Services
- Teaching/Training (including teacher cadet programs)

Finance

- Securities & Investments
- Business Finance
- Accounting
- Insurance
- Banking Services

Government & Public Administration

- Governance
- National Security
- Foreign Service
- Planning
- Revenue and Taxation
- Regulation
- Public Management and Administration

Health Science

- Therapeutic Services (including dental and medical assisting and nursing)
- Diagnostic Services (including lab and radiology technicians)
- Health Informatics (including medical coders and transcriptionists)
- Support Services (including dietician and transport technicians)
- Biotechnology Research and Development (including pharmacy technicians and toxicologists)
- (Includes PLTW Biomedical Sciences Program)

Hospitality & Tourism

- Restaurants and Food/Beverage Services (including culinary arts)
- Lodging (including hotel management and services)
- Travel & Tourism
- Recreation, Amusements & Attractions

Human Services

- Early Childhood Development & Services
- Counseling & Mental Health Services
- Family & Community Services (including social work)
- Personal Care Services (including cosmetology and barbering)
- Consumer Services

Information Technology

- Network Systems
- Information Support and Services
- Web and Digital Communications
- Programming and Software Development

Law, Public Safety, Corrections & Security

- Correction Services
- Emergency and Fire Management Services (including paramedics and fire safety)
- Security & Protective Services
- Law Enforcement Services
- Legal Services

Manufacturing

- Production
- Manufacturing Production Process Development
- Maintenance, Installation & Repair (including machine tool technology and welding)
- Quality Assurance
- Logistics & Inventory Control
- Health, Safety and Environmental Assurance

Marketing

- Marketing Management
- Professional Sales
- Merchandising
- Marketing Communications
- Marketing Research

Science, Technology, Engineering & Mathematics

- Engineering and Technology (including PLTW Engineering Program)
- Science and Math

Transportation, Distribution & Logistics

- Transportation Operations
- Logistics Planning and Management Services
- Warehousing and Distribution Center Operations
- Facility and Mobile Equipment Maintenance (including auto and diesel mechanics)
- Transportation Systems/Infrastructure Planning, Management and Regulation
- Health, Safety and Environmental Management
- Sales and Service

Other Career/Technical Concentration/Subject

APPENDIX XII: Master List of Site Codes

Each school has a unique site code. This site code must be accurately transcribed on every used answer document in order for your school to receive an accurate site report.

If you are testing for the first time this year, your site code number may not be listed in this appendix. Contact Fran Mathis at (404) 879-5611 or fran.mathis@sreb.org if you are a new school or if you cannot find your site code in this appendix.

Alabama

Aliceville High School	01028
Alma Bryant High School	01109
A.P. Brewer High School	01083
Baker High School	01108
Barbour County High School	01105
Belgreen High School	01099
Ben C. Rain High School	01080
Bibb County High School	01103
Calhoun County Career Tech Center	01084
Calhoun High School	01104
Carroll High School Career Center	01089
Columbia High School	01081
Cullman Area Career Center	01071
Daleville High School	01094
Davidson High School	01110
Dothan High School	01086
Dothan Technology Center	01087
Gaston High School	01106
Georgiana High School	01093
Good Hope High School	01098
Green County High School	01078
Greenville High School	01016
Hewitt-Trussville High School	01095
Huntsville Ctr for Technology	01082
J.B. Pennington High School	01079
James Oliver Johnson High School	01037
Jemison High School	01044
Lee High School	01036
Leflore High School	01111
Mary G. Montgomery High School	01112
Midfield High School	01088
Midfield High School Career Center	01097
Murphy High School	01113
Northview High School	01085
Red Bay High School	01100
Satsuma High School	01114
Section High School	01107
S.R. Butler High School	01009
Talladega Career Technology Center	01091
Tharptown High School	01101
Theodore High School	01115
Troy-Pike Center for Technology	01090
Vina High School	01102

Alabama (continued)

Vincent High School	01076
Walker County Ctr for Technology	01041
Winston County High School	01096
Winston County Technical Center	01092

Alaska

James T. Hutchison High School	02002
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Arkansas

Arkadelphia Public School	04033
Arkansas Northeastern College	
Technical Center	04071
Arkansas Senior High School	04040
Bauxite High School	04050
Benton High School	04051
Bentonville High School	04031
Bismarck High School	04052
Blytheville High School	04049
Bryant High School	04053
Cabot High School	04041
Centerpoint High School	04066
Central High School (Little Rock)	04036
Cutter-Morning Star High School	04054
Delight High School	04055
DeQueen High School	04068
DeQueen/Mena Cooperative	
Technical Education Center	04072
Drew Central High School	04045
El Dorado High School	04021
Fayetteville HS – East Campus	04043
Fayetteville HS – West Campus	04004
Fordyce High School	04056
Fort Smith Northside High School	04006
Fort Smith Southside High School	04007
Fountain Lake High School	04035
Glen Rose High School	04057
Gurdon High School	04047
Hall High School (Little Rock)	04037
Hamburg High School	04008
Har-Ber High School	04046
Harmony Grove High School	04058
Hope High School	04048
Hot Springs High School	04067

Arkansas (continued)

Jefferson Area Vocational Center	04082
Jessieville High School	04059
Jonesboro Area Technical Center	04083
Kirby High School	04060
Lake Hamilton High School	04011
Lakeside High School (Hot Springs)	04061
Lee County High School	04012
Lincoln High School	04032
Magnet Cove High School	04023
Malvern High School	04013
Metropolitan Career-Tech Center	04073
Monicello Occupational Ed Center	04074
Mountain Home High School	04042
Mountain Pine High School	04062
Murfreesboro High School	04063
National Park Technology Center	04075
NorthArk Technical Center	04080
Osceola High School	04015
Ouachita High School	04064
Ouachita Technical College	04081
Parkview Arts/Science Magnet HS	04038
Pine Bluff High School	04016
Poyen High School	04065
Rogers High School	04017
Russellville Area Career and Technical Center	04070
Siloam Springs High School	04044
Southeast Arkansas Community Based Education Center	04077
Springdale High School	04018
Texarkana Area Vocational Center	04078
Western Arkansas Technical Center	04079

Colorado

Sierra Grande High School	06002
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Delaware

Christiana High School	08008
Delcastle Technical High School	08002
Dover High School	08009
Glasgow High School	08011
Howard High School of Technology	08004
Lake Forest High School	08010
Middletown High School	08013
Newark High School	08012
Paul M. Hodgson Vocational Technical High School	08003
POLYTECH High School	08001
Sussex Technical High School	08005
Woodbridge High School	08007

Florida

Bellevue High School	10015
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Florida (continued)

Chipley High School	10076
Dunnellon High School	10063
Freeport High School	10070
G. Holmes Braddock Sr. High School	10074
Hialeah Senior High School	10066
John A. Ferguson High School	10078
Lake Weir High School	10068
Marion Technical Institute	10079
Miami Beach Senior High School	10013
Miami Central Senior High School	10083
Miami Edison Senior High School	10053
Miami Jackson Senior High School	10084
Miami Norland Senior High School	10067
Miami Senior High School	10052
Miami Southridge Senior High School	10065
North Marion High School	10046
Okeechobee High School	10007
Piper High School	10080
Plantation High School	10082
Robert Morgan Educational Center	10077
South Dade Senior High School	10064
Walton High School	10071
West Port High School	10081
William Turner Technical HS	10054

Georgia

A.A. Crim High School	11122
Albany High School	11068
Alfred E. Beach High School	11023
Americus-Sumter High School – North Campus	11230
Armuchee High School	11238
Avondale High School	11134
Baldwin High School	11077
Benjamin E. Mays High School	11097
Booker T. Washington High School	11003
Bradwell Institute	11174
Buford High School	11015
Camden County High School	11165
Campbell High School	11033
Cedar Grove High School	11139
Central High School (Bibb County)	11503
Chamblee Charter High School	11209
Clarkston High School	11079
Clinch County High School	11190
Colquitt County High School	11239
Columbia High School	11135
Coosa High School	11240
Cross Keys High School	11080
D.M. Therrell High School	11013
Dade County High School	11241
Dalton High School	11187
Dawson County High School	11205

Georgia (continued)

DeKalb Early College Academy	11262
DeKalb School of Arts	11242
Dodge County High School	11143
Dougherty Comprehensive HS	11069
Druid Hills High School	11210
Dunwoody High School	11081
Eagle's Landing High School	11184
Early County High School	11268
East Jackson Comprehensive High School	11265
East Paulding High School	11055
Etowah HS (Cherokee County)	11194
Fitzgerald High School	11244
Forest Park High School	11004
Frederick Douglass High School	11123
Henry W. Grady High School	11124
Hiram High School	11156
Hutchings Career Center	11229
H.V. Jenkins High School	11025
Jackson County Comprehensive HS	11112
Johnson High School (Chatham County)	11026
Jonesboro High School	11099
Lakeside High School	11108
Lithonia High School	11082
Lovejoy High School	11247
Martin Luther King Jr. High School	11211
McIntosh County Academy	11073
McNair High School	11178
Miller Grove High School	11233
Model High School	11249
Monroe Comprehensive High School (Albany)	11070
Morrow High School	11031
Mount Zion High School-Clayton County Public Schools (Jonesboro)	11032
Mundy's Mill High School	11226
New Schools of Carver-School of Entrepreneurship	11259
North Atlanta High School	11126
North Clayton High School	11005
North Hall High School	11050
Northeast Health Science Magnet HS	11501
Open Campus HS – DeKalb County	11179
Paulding County High School	11056
Pepperell High School	11251
Randolph Clay High School	11167
Redan High School	11038
Riverdale High School	11100
Robert W. Groves High School	11024
Rockdale Career Academy	11270
Rutland High School	11212
Savannah Arts Academy	11132

Georgia (continued)

Savannah High School	11027
Screven County High School	11076
South Atlanta High School	11127
South Paulding High School	11264
Southside High School	11098
Southwest DeKalb High School	11138
Southwest Magnet High School and Law Academy	11504
Stephenson High School	11109
Stone Mountain High School	11216
Thomson High School	11266
Towers High School	11215
Tucker High School	11214
Union County High School	11170
Valdosta High School	11232
West Hall High School	11051
Westover Comprehensive HS	11071
Westside High School	11173
Woodville Tompkins Tech Career Institute	11269

Hawaii

Hana High School	12025
James Campbell High School	12022
Kahuku High & Intermediate School	12008
Kailua High School	12009
Kea'au High School	12026
King Kekaulike High School	12021
Lahainaluna High School	12015
Molokai High & Intermediate School	12017
W.R. Farrington High School	12001
Waimea High School	12023
Waipahu High School	12024

Idaho

Canyon Ridge High School	13018
Filer High School	13007
Glenns Ferry High School	13014
Gooding High School	13015
Highland Senior High School	13003
Hillcrest High School	13017
Jerome High School	13006
Lakeside High School	13009
Minico High School	13008
Twin Falls High School	13004
Wendell High School	13016

Illinois

Bolingbrook High School	14020
Calhoun High School	14017
Carlinville High School	14010
Charleston High School	14012

Illinois (continued)

Chicago High School for Agricultural Sciences	14019
Crete-Monee High School	14026
East Alton Wood River High School	14027
George W. Collins High School	14006
George Henry Corliss High School	14023
Gordon Tech High School	14015
Harold L. Richards High School	14025
Joliet Central High School	14007
Joliet West High School	14008
John Marshall High School	14024
Kankakee High School	14016
LaSalle-Peru Twp. High School	14028
Litchfield High School	14029
Morton East High School	14013
Morton Freshman Center	14034
Morton West High School	14014
North Chicago Community HS	14033
Paris High School	14030
Prophetstown High School	14031
Richards Career Academy	14004
Roberto Clemente Community Academy High School	14021
Rock Island High School	14022
Streamwood High School	14005
Thornridge High School	14002
Thornton Township High School	14001
Thornwood High School	14003
Waverly High School	14011
Woodstock High School	14032

Indiana

Area 31 Career Center	15066
Benjamin Bosse High School	15053
Blackford High School	15055
Bremen Senior High School	15013
Center Grove High School	15051
Central Nine Career Center	15052
Century Career Center/Logansport High School	15045
East Chicago Central High School	15061
Eminence Jr/Sr High School	15056
Evansville Central High School	15031
Evansville North High School	15029
F.J. Reitz High School	15002
Forest Park Jr./Sr. High School	15034
Frontier Jr/Sr High School	15060
Gavit Middle/High School	15035
George Rogers Clark High School	15057
Hagerstown High School	15015
Hammond Area Career Center	15064
Hammond High School	15058
Heritage Hills High School	15027

Indiana (continued)

IPS Arlington High School	15043
IPS Career & Technology Center	15036
J. Everett Light Career Center	15067
Madison-Grant High School	15063
McKenzie Career Center	15003
Morton High School	15059
New Prairie High School	15016
North Posey High School	15041
North Putnam High School	15062
Owen Valley High School	15007
Rensselaer Central High School	15017
Scottsburg High School	15054
South Newton High School	15020
South Ripley Jr./Sr. High School	15042
South Spencer High School	15050
Southeastern Career Center	15009
Taylor High School	15039
Tell City High School	15047
Warsaw Community High School	15024
Washington High School	15030
Wheeler High School	15023
Whitewater Technical Career Center	15065
William Henry Harrison High School	15049

Iowa

Carroll High School	16005
Central High School	16015
Columbus Community High School	16007
Estherville Lincoln Central HS	16003
Hartley-Melvin-Sanborn	16008
Indianola Community High School	16004
Jefferson-Scranton High School	16010
Maple Valley/Anthon-Oto HS	16006
North High School	16009
Ottumwa High School	16011
Perry High School	16013
Southeast Webster Community Sch	16001
Storm Lake High School	16012
West High School (Davenport)	16014
Woodward-Granger High School	16002

Kansas

Garden City High School	17004
Ottawa High School	17014
Wichita West High School	17013

Kentucky

Apollo High School	18049
Atherton High School	18133
Barren County High School	18011
Boyd County High School	18142
Boyd County Career Center	18160
Breathitt County High School	18013

Kentucky (continued)

Campbell County High School	18131
Clark County Area Tech Center	18147
Corbin High School	18109
Daviess County High School	18016
Doss High School Magnet Career Academy	18137
Eastern High School	18129
Edmonson County High School	18126
Estill County High School	18017
Fayette Technical Centers- Eastside	18148
Fayette Technical Centers- Southside	18153
Fairdale HS Magnet Academy	18001
Fern Creek Traditional High School	18051
Frankfort Independent High School	18143
Franklin County Career Tech Center	18157
Franklin County High School	18018
Graves County High School	18104
Hancock County High School	18116
Harrison County High School	18054
Hazard High School	18132
Henderson County Area Tech Center	18156
Henderson County High School	18144
Henry County High School	18072
Highlands High School	18020
Holmes Senior High School	18161
Hughes-Jones Area Tech Center	18149
Iroquois HS Magnet Career Academy	18115
J. D. Patton Area Technology Center	18150
Jackson City School	18120
Jackson County High School	18022
Jeffersontown High School Magnet Career Academy	18118
Knott County Central High School	18024
Lawrence County High School	18084
Lee County Area Technology Center	18158
Lee County High School	18027
Leslie County High School	18140
Letcher County Area Tech Center	18151
Lewis County High School	18029
Lincoln County Area Tech Center	18159
Lincoln County High School	18117
Logan County High School	18124
Madison Central High School	18087
Madison Southern High School	18030
Magoffin County High School	18067
McCreary Central High School	18125
Mercer County High School	18031
North Laurel High School	18025
Owen County High School	18098
Owsley County High School	18086
Perry County Central High School	18145
Pleasure Ridge Park High School	18136
Providence High School	18141

Kentucky (continued)

Rockcastle High School	18038
Ryle High School	18122
Scott County High School	18040
Shelby County Area Tech Center	18152
South Laurel High School	18026
Spencer County High School	18090
Trigg County High School	18002
Waggener Traditional High School and Magnet Career Academy	18139
Warren East High School	18103
Western Hills High School	18060
Western MST Magnet High School	18023
Wolfe County High School	18112
Woodford County High School	18044

Louisiana

Assumption High School	19007
Booker T. Washington High School (Shreveport)	19076
Caddo Career & Technology Center	19077
Calcasieu Career Center	19103
Caldwell Parish High School	19012
Clinton High School	19070
Covington High School	19025
Delhi High School	19097
Delta High School	19068
Destrehan High School	19067
East Iberville School	19066
East St. John High School	19028
Edna Carr Secondary School	19101
Eleanor McMain Secondary School	19091
Ellender Memorial High School	19008
Florien High School	19065
Franklinton High School	19015
Grant High School	19110
Jackson High School	19095
Jonesboro-Hodge High School	19035
Joseph S. Clark Senior High School	19071
Lusher Charter School	19111
Madison High School	19104
Mangham High School	19100
Many High School	19109
McDonogh 35 College Prep HS	19089
North DeSoto High School	19009
North Iberville High School	19055
Northwest High School	19053
Pleasant Hill High School	19108
Pelican All Saints High School	19107
Plaquemine High School	19040
Red River High School	19093
St. Amant High School	19041
St. James High School	19018
Terrebonne High School	19105

Louisiana (continued)

Warren Easton Fundamental Sr. High School (New Orleans)	19087
West St. John High School	19046
West St. Mary High School	19102
White Castle High School	19045
Woodlawn High School Magnet and Career Academies	19002

Maryland

Arundel High School	21051
Caroline County Public Schools	21008
Carver Vocational-Technical HS	21019
Chicopee High School	22041
Dundalk High School	21025
Elkton High School	21039
Forest Park Senior High School	21017
Glen Burnie High School	21048
Henry E. Lackey High School	21050
Kent County High School	21012
Kent Island High School	21023
Joppatowne High School	21058
Meade Senior High School	21047
Mergenthaler Vocational-Tech HS	21006
Milford Mill Academy	21057
North County High School	21056
North East High School	21040
Northwestern High School	21046
Old Mill High School	21053
Patterson High School	21024
Peabody Veterans Memorial HS	22042
Queen Anne's County High School	21007
Talbot County High Schools	21013
Vivien T. Thomas Medical Arts Ac	21060

Massachusetts

Attleboro High School	22025
Blackstone Valley Regional Voca. Technical High School	22001
Charles H. McCann Technical Sch	22036
Chicopee Comprehensive High Sch	22020
Montachusett Regional Vocational Technical School	22034
Nashoba Valley Technical High Sch.	22035
Northeast Metropolitan Regional Vocational High School	22030
Pathfinder Regional Vocational Technical High School	22037
Tri County Regional Vocational Technical High School	22009
Westfield Vocational Technical HS	22032

Michigan

Arthur Hill High School	23017
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Michigan (continued)

Bendle High School	23005
Birch Run High School	23008
Buena Vista High School	23009
Carrollton High School	23010
Chesaning Union High School	23011
Everett High School	23002
Frankenmuth High School	23012
Freeland High School	23013
Hemlock High School	23014
Heritage High School	23016
J.W. Sexton High School	23003
Merrill High School	23015
Pontiac Central High School	23007
Pontiac Northern High School	23006
Saginaw Arts and Sciences Academy	23019
Saginaw Career Complex	23020
Saginaw High School	23018
St. Charles High School	23021
Swan Valley High School	23022
Willow Run High School	23004

Mississippi

Bailey Magnet High School for Health-Related Professions	25017
Brandon High School	25012
Callaway High School	25021
Canton High School	25025
Career Development Center	25024
Crystal Springs High School	25016
Florence High School	25031
Forest Hill High School	25027
Forrest County Agricultural HS	25040
JJ McClain High School	25039
Lanier High School	25018
McLaurin High School	25034
Meridian High School	25008
Murrah High School	25028
Northwest Rankin High School	25022
Oxford High School	25036
Pearl River Central High School	25029
Pelahatchie Attendance Center	25033
Picayune Memorial High School Career & Technology Center	25023
Pisgah High School	25026
Provine High School	25019
Puckett Attendance Center	25032
Richland High School	25030
SV Marshall High School	25038
West Point High School	25001
Wingfield High School	25020
Yazoo City High School	25037

Missouri

Arcadia High School	26067
Arcadia Valley Career Tech Center	26050
Arcadia Valley High School	26007
Ava High School	26037
Bakersfield High School	26068
Belle High School	26055
Bismarck High School	26049
Boonslick Technical Ed Center	26053
Bowling Green High School	26061
Bunker High School	26028
Cape Girardeau Career & Tech Ctr	26051
Carrollton High School	26056
Carthage Technical Center	26010
Caruthersville School District #18	26020
Cass County Career Center	26070
Cassville High School	26025
Central R-III High School	26008
Crest Ridge High School	26065
East Newton High School	26038
Farmington Senior High School	26033
Fatima High School	26039
Festus High School	26062
Fredericktown High School	26022
Hazelwood Central High School	26034
Hazelwood East High School	26035
Hazelwood West High School	26036
Herndon Career Center	26069
Hickman Mills High School	26045
Holden High School	26015
Hollister High School	26066
Jackson High School	26024
Kennett Career & Technical Center	26071
Kennett High School	26057
Lee's Summit High School	26021
Lee's Summit North High School	26013
Lee's Summit West High School	26023
Lexington High School	26064
Mehlville High School	26014
The Mexico Vocational Area Technical School	26072
Monett High School	26040
North Technical High School	26005
Odessa R-VII High School	26029
Perryville Area Career & Tech Center	26052
Perryville High School	26058
Pike-Lincoln Technical Center	26016
Pleasant Hill High School	26041
Poplar Bluff High School	26027
Potosi High School	26054
Raymore-Peculiar High School	26047
Ruskin High School	26046
Seneca High School	26042
South Central Career Center	26043

Missouri (continued)

South Technical High School	26011
Southwest R-V High School	26048
Sullivan High School	26059
Summit Technology Academy	26073
Tipton R-VI School District	26018
Troy High School	26060
Truman High School	26032
Waynesville High School	26063
Webb City High School	26017
West County High School	26026
William Chrisman High School	26031
Willow Springs R-IV Schools	26009
Winfield High School	26044

Montana

Willow Creek School	27001
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Nebraska

Burke High School	28002
Lincoln North Star High School	28001
Omaha North High Magnet School	28004
Omaha Northwest High School	28005
Omaha South High Magnet	28003

New Jersey

Abraham Clark High School	31018
Academies at Englewood	31033
Bergenfield High School	31020
Bridgeton High School	31029
Burlington Township High School	31013
Camden High School	31010
Cape May County Technical HS	31009
Cicely Tyson School of Performing and Fine Arts	31005
Creative Arts High School	31001
Cumberland Regional High School	31028
Cumberland Co Tech Edu. Center	31030
Dwight Morrow High School	31019
East Orange Campus High School	31011
Eastside High School	31023
Hunterdon Co Polytechnical Center	31032
John F. Kennedy High School	31024
Keansburg High School	31006
Linden High School	31022
Lakewood High School	31035
Long Branch High School	31002
Lower Cape May Regional HS	31014
Memorial High School	31025
Mercer Co Tech Edu. Center	31031
Millville Senior High School	31026
Mount Olive High School	31016
Passaic High School	30134
Performing Arts Academy	31015

New Jersey (continued)

Randolph High School	31021
Vineland High School	31027
Wildwood High School	31012
Woodrow Wilson High School	31008

New Mexico

Bernalillo High School	32003
Career Prep High School	32014
Cibola High School	32002
Chaparral High School	32017
Clovis High School	32019
Clovis High School Freshman Campus	32018
Dexter High School	32013
Farmington High School	32004
Highland High School	32016
Laguna Acoma High School	32006
Lake Arthur High School	32012
Loving High School	32008
Las Cruces High School	32015
Lovington High School	32009
Pecos High School	32010
Piedra Vista High School	32005
Robertson High School	32007

New York

Abrookin Center/AHS Albany City SD	33019
Alfred E. Smith CTE High School	33022
August Martin High School	33033
Beach Channel High School	33029
Chelsea High School	33024
Christopher Columbus High School	33030
De Witt Clinton High School	33031
Finger Lakes Technical & Career Ctr	33008
Franklin-Essex-Hamilton BOCES	33036
Grace Dodge CTE High School	33021
High School of Graphic Communication Arts	33023
John Adams High School	33034
Lehman High School	33035
Mohonasen High School	33009
Murry Bergtraum High School for Business Careers	33032
Norman Thomas High School	33028
North Franklin Education Center	33037
Orange-Ulster BOCES CTEC	33002
Oswego County BOCES BRTCC	33018
Queens Vocational and Technical HS	33026
Questar III- Columbia-Greene Educational Center	33004
Questar III- Rensselaer Educational Center	33003

New York (continued)

Ulster County BOCES Career & Technology Center	33014
Wayne Technical & Career Center	33015
William E. Grady Tech High School	33027
William H. Maxwell Career and Technical High School	33025

North Carolina

Andrews HS -- Cherokee County	34077
Ben L. Smith High School	34527
Central Academy of Technology and Arts	34111
CTE Magnet High School	34116
Dudley High School	34062
East Wilkes High School	34112
Eastern Guilford High School	34022
Enka High School	34070
Fairmont High School	34063
Grimsley High School	34083
High Point Central High School	34041
Hiwassee Dam High School	34076
Hoke County High School	34004
Information Tech. HS/Accelerated Learning Academy	34119
Lumberton Sr. High School	34019
Monroe High School	34067
Morehead High School	34093
Murphy High School	34072
North Wilkes High School	34113
Northeast Guilford High School	34045
Northwest Guilford High School	34086
Northwest Halifax High School	34104
Orange High School	34109
Page High School	34540
Plymouth High School	34075
Providence Grove High School	34121
Purnell Swett High School	34047
Ragsdale High School	34088
Randleman High School	34105
Red Springs High School	34048
Richmond Senior High School	34080
Roanoke High School	34031
Robeson County Career Center	34118
Robeson Early College High School	34117
South Robeson High School	34050
South Rowan High School	34066
Southeast Guilford High School	34051
Southeast Halifax High School	34106
Southern Alamance High School	34087
Southern Guilford High School	34053
Southern Nash High School	34519
Southwest Guilford High School	34054
St. Pauls High School	34055

North Carolina (continued)

Swain County High School	34002
T.W. Andrews High School	34036
Wallace Rose Hill High School	34012
Washington High School	34107
West Bladen High School	34120
West Brunswick High School	34058
West Wilkes High Schools	34115
Western Guilford High School	34060
Whiteville High School	34099
Wilkes Central High School	34114
Williamston High School	34068

North Dakota

Four Winds Community HS	35001
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Ohio

Akron Buchtel High School	36083
Akron Central-Hower High School	36084
Akron East High School	36031
Akron Ellet High School	36090
Akron Firestone High School	36117
Akron Garfield High School	36030
Akron Kenmore High School	36091
Akron North High School	36092
Akron Springfield High School	36150
Apollo Career Center	36080
Ashland County-West Holmes JVSD	36058
Bethel-Tate High School	36035
Bloom Carroll High School	36118
Bowsher High School	36061
Briggs High School	36081
Brookside High School	36032
Buckeye Career Center	36099
Caldwell High School	36119
Cardington-Lincoln High School	36120
Carlisle High School	36021
Clay High School	36152
Clermont Northeastern High School	36005
Collins Career Center	36100
Columbiana County Career and Technical Center	36036
Continental High School	36103
Cuyahoga Valley Career Center	36094
D. Russell Lee Career/Tech Center	36067
Dawson-Bryant High School	36037
Deer Park High School	36020
Delaware Area Career Center	36062
Diamond Oaks Career Development Campus	36048
East High School	36039
EHOVE Career Center	36015
Finneytown High School	36136
Firelands High School	36038

Ohio (continued)

Fort Frye High School	36153
Four County Career Center	36065
Franklin High School	36010
Frontier High School	36154
Garfield Heights High School	36095
Girard High School	36077
Glenwood High School	36155
Granville High School	36114
Green High School	36144
Greene County Career Center	36056
Greentree Healthy Science Academy	36137
Hamilton Township High School	36011
Hicksville High School	36121
Independence High School	36110
Jefferson County Joint Vocational Sch.	36082
Lake High School	36145
Lakota Freshman School	36138
Laurel Oaks Career Development Campus	36049
Libbey High School	36096
Licking County Joint Vocational Sch.	36101
Little Miami High School	36006
Live Oaks Career Development Campus	36050
Madison Comprehensive High School	36022
Mahoning County Career & Technical Center	36064
Mansfield City Schools	36122
Marietta High School	36156
Marion-Franklin High School	36040
Martin Luther King Jr. Career Campus	36143
Miami Valley Career Tech Center	36014
Mid-east Career & Technology Center (Buffalo Campus)	36111
Mid-East Career and Technology Center (Zanesville Campus)	36112
Mifflin High School	36041
Millcreek-West Unity Hilltop HS	36146
Monroeville High School	36045
Morgan High School	36102
Mt. Healthy High School	36009
National Trail High School	36123
Newark High School	36070
New Miami Middle & High School	36159
Norwalk High School	36017
Northwest High School	36157
Northwestern High School	36142
Norwood High School	36131
Ohio Hi-Point Career Center	36130
Paint Valley High School	36023
Patrick Henry High School	36069
Penta Career Center	36115
Pioneer Career & Technology Center	36033

Ohio (continued)

Portsmouth High School	36072
Reading Jr/Sr High School	36124
Scarlet Oaks Career Development Campus	36051
Scott High School	36097
Shroder High School	36140
South Point High School	36074
Springboro High School	36125
Springfield Clark Joint Voc. School	36057
St. Bernard-Elmwood Place HS	36139
Sylvania Northview High School	36053
Sylvania Southview High School	36073
Talawanda High School	36002
Timken Senior High School	36059
Toledo-Woodward High School	36147
Tolles Career & Technical Center	36158
Tri-County North High School	36107
Tri-Rivers Career Center	36026
Trumbull Career & Technical Center	36068
Twin Valley South High School	36141
Van Wert High School	36104
Vantage Career Center	36105
Vermillion High School	36046
Walnut Ridge High School	36129
Warren County Career Center	36025
Warren Local High School	36078
Washington County Career Center	36018
Wayne County Schools Career Center	36116
Wayne Trace High School	36106
Waynesville High School	36079
West High School	36042
Western Reserve High School	36127
Whitmer High School	36054
Willard High School	36060
Williamsburg High School	36003
Wilmington High School	36128
Winton Woods High School	36019
Xenia High School	36088
Yearling High School	36149
Youngstown Chaney High School	36076
Youngstown Choffin Career & Technology Center	36086
Youngstown Early College HS	36151
Youngstown East High School	36087
Youngstown Wilson High School	36085

Oklahoma

Altus High School	37011
Anadarko High School	37029
Atoka High School	37033
Boise City High School	37032
Broken Bow High School	37037

Oklahoma (continued)

Cache High School	37028
Canadian Valley Tech Center- El Reno	37060
Capitol Hill High School	37102
Catoosa High School	37086
Central Technology Center	37061
Charles Page High School	37088
Choctaw High School	37012
Claremore High School	37035
Clayton High School	37013
Daniel Webster High School	37034
Del City High School	37089
Douglass High School	37103
Drumtight High School	37014
Durant High School	37015
East Central High School	37101
Gordon Cooper Technology Center	37065
Hydro-Eakly High School	37027
Indian Capital Technology Center	37069
John Marshall High School	37104
Meridian Technology Center	37071
Metro Technology Centers	37100
Mid America Technology Center	37072
Millwood High School	37041
Moore High School	37091
Moore Norman Technology Center	37074
Mountain View-Gotebo High School	37108
Norman High School	37036
Norman North High School	37050
Northeast High School	37105
Northeast Technology Center	37075
Northwest Classen High School	37106
Northwest Technology Center	37076
Panama High School	37107
Piedmont High School	37109
Pioneer Technology Center	37077
Putnam City High School	37025
Putnam City North High School	37092
Putnam City West High School	37040
Shawnee High School	37098
Southeast High School	37094
Southern Oklahoma Tech Center	37080
Southwest Technology Center	37081
Stringtown High School	37030
Tecumseh High School	37043
Tri-County Technology Center	37082
Tulsa Technology Center	37083
U. S. Grant High School	37110
Westmoore High School	37038
Wes Watkins Technology Center	37084
Will Rogers High School	37026

Oregon

Sabin-Schellenburg Center	38001
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Pennsylvania

A. Philip Randolph Technical HS	39115
A.W. Beattie Career Center	39125
Beaver County CTC	39145
Bentworth High School	39120
Berks CTC West Campus	39043
Bethlehem AVTS Consortium	39008
Brandywine Heights High School	39075
Bucks County Technical HS	39093
Burgettstown Senior High School	39116
Butler County AVTS	39141
Carbon County AVTS	39018
Career Institute of Technology	39132
Catasqua High School	39089
Central Montco Technical HS	39142
Central Westmoreland Career and Technology Center	39127
Columbia-Montour AVTS	39030
Dauphin County Technical School	39122
Delaware County Technical School – Ashton Campus	39121
Dieruff High School	39058
Dobbins Technical High School	39114
Dubois AVTS-Jefferson County	39137
Eastern Westmoreland CTC	39135
Edward W. Bok Technical HS	39017
Elk Lake Senior High School	39105
Emmaus High School	39059
Erie County Technical School	39136
Exeter Township Senior High School	39085
Fayette County AVTS	39131
Fleetwood Area High School	39082
Forbes Road CTC	39134
Fulton County AVTS	39143
Greater Altoona CTC	39070
Greene County CTC	39130
Huntingdon County CTC	39088
Harrisburg Career & Tech Academy	39129
Hazleton Area Career Center	39003
Hyndman Senior High School	39110
Indiana County CTC	39144
Jefferson County-DuBois AVTS	39137
Lancaster County Career & Tech Center-Brownstown Campus	39128
Lawrence County Area Vocational Technical School	39119
Lebanon County CTC	39138
Lehigh Career & Technical Institute	39035
Lenape Technical School	39045
Middle Bucks Institute of Technology	39126
Milton Hershey School	39118

Pennsylvania (continued)

Monroe Career & Technical Institute	39112
Montgomery Area School District	39123
North Montco Technical Career Ctr	39036
Northern Lehigh High School	39060
Northern Westmoreland CTC	39034
Northumberland County AVTS	39133
Northwestern Lehigh High School	39061
Panther Valley High School	39106
Parkland High School	39062
Parkway West CTC	39005
Pottstown Senior High School	39094
Reading/Muhlenberg AVTS	39044
Salisbury Township High School	39090
Schuylkill Technology Centers	39124
Southern Lehigh High School	39063
Swenson Arts & Technology HS	39023
Upper Bucks County CTC	39025
Venango Technology Center	39139
Washington High School	39117
Western Area Career & Tech Center	39108
Western Center for Technical Studies	39140
West Side AVTS	39028
Whitehall High School	39064
Williamsport Area High School	39026
Wm. Allen HS (Allentown Sch Dist)	39065
York County School of Technology	39095

South Carolina

Abbeville High School	41183
A. C. Flora High School	41117
Academy for Technology and Academics	41191
Academic Magnet High School	41142
Academy of Arts, Science & Technology	41009
Aiken County Career Tech Center	41172
Aiken High School	41131
Allendale-Fairfax High School	41028
Anderson Dist I & II Career & Technology Center	41201
Andrew Jackson High School	41157
Andrews High School	41149
Aynor High School	41192
B. J. Skelton Career Center	41127
Bamberg Ehrhardt High School	41058
Baptist Hill High School	41104
Barnwell High School	41006
Batesburg-Leesville High School	41113
Battery Creek High School	41096
Beaufort High School	41050
Berea High School	41046
Bethune-Bowman Middle/HS	41162
Berkeley High School	41098

South Carolina (continued)

Blacksburg High School	41138
Blue Ridge High School	41190
Blythewood High School	41063
Boiling Springs High School	41171
Brashier Middle College Charter HS	41109
Brookland-Cayce High School	41159
Broome High School	41032
Buford High School	41158
Burke High School	41051
C. A. Johnson High School	41118
C. E. Murray High School	41085
Calhoun County High School	41041
Camden High School	41152
Cane Bay High School	41186
Carolina High School & Academy	41016
Carvers Bay High School	41064
Central High School (Chesterfield Co)	41146
Chapin High School	41114
Chapman High School	41166
Charleston School of the Arts	41187
Cheraw High School	41087
Chesnee High School	41200
Chester County Career Center	41173
Chesterfield High School	41007
Clinton High School	41078
Clover High School	41065
Colleton County High School	41144
Columbia High School	41033
Conway High School	41193
Creek Bridge High School	41160
Crestwood High School	41168
Cross High School	41097
Daniel High School	41198
Daniel Morgan Technology Center	41174
Darlington High School	41062
Denmark Olar High School	41091
Dixie High School	41184
Donaldson Career Center	41175
Dorman High School	41122
Dreher High School	41119
Dutch Fork High School	41115
Easley High School	41199
East Clarendon High School	41188
Eau Claire High School	41120
Emerald High School	41066
Enoree Career Technology Center	41176
Estill High School	41067
Fairfield Central High School	41055
F.E. DuBose Career Center	41177
Florence Career Center	41178
Fort Dorchester High School	41105
Fort Mill High School	41013
Fred P. Hamilton Career Center	41001

South Carolina (continued)

Gaffney High School	41092
Garrett Academy of Technology	41020
Gilbert High School	41068
Golden Strip Career Center	41182
Goose Creek High School	41099
Great Falls High School	41145
Greenville Senior High School	41045
Greenville Technical Charter HS	41069
Greenwood High School	41070
Greer High School	41044
Hanahan High School	41100
Hanna-Westside Extension Campus	41014
Hardeeville High School	41170
Hartsville High School	41060
Hemingway High School	41123
Heyward Career and Tech Center	41077
Hillcrest High School	41094
Hilton Head High School	41082
Indian Land High School	41112
Irmo High School	41116
J. L. Mann High School Academy	41110
J. Harley Bonds Career Center	41181
James F. Byrnes High School	41038
James Island Charter High School	41139
Jasper County High School	41029
Johnsonville High School	41189
Jonesville High School	41056
Kingstree High School	41086
Lake City High School	41008
Lake Marion High School	41071
Lakewood High School	41169
Lamar High School	41061
Lancaster High School	41054
Landrum High School	41167
Laurens District 55 High School	41017
Lee Central High School	41039
Lewisville High School	41072
Lexington High School	41079
Lexington Technology Center	41126
Liberty High School	41163
Lincoln High School	41048
Lockhart High School	41057
Loris High School	41156
Lower Richland High School	41037
Lugoff-Elgin High School	41153
Manning High School	41143
Marlboro County High School	41197
Mauldin High School	41093
Mayo High School	41059
McBee High School	41147
McCormick High School	41084
Mid-Carolina High School	41089
Midland Valley High School	41132

South Carolina (continued)

Military Magnet Academy	41141
Myrtle Beach High School	41194
Nation Ford High School	41125
Ninety-Six High School	41095
North Augusta High School	41133
North Central High School	41154
North Charleston High School	41140
North Middle/High School	41161
North Myrtle Beach High School	41040
Northwestern High School	41073
Orangeburg-Wilkinson High School	41010
Palmetto High School	41027
Pelion High School	41052
Pendleton High School	41185
Pickens High School	41021
Richland Northeast High School	41164
Richland One Middle College	41121
Ridgeland High School	41129
Ridge-Spring Monetta High School	41134
Ridgeview High School	41074
Rock Hill High School	41036
Saluda High School	41030
Scott's Branch High School	41103
Seneca High School	41022
Silver Bluff High School	41135
Socastee High School	41196
South Aiken High School	41136
South Florence High School	41106
South Point High School	41075
Southside High School	41151
Spring Valley High School	41165
St. James High School	41195
St. John's High School	41081
Stall High School	41047
Stratford High School	41101
Summerville High School	41148
Sumter County Career Center	41179
Sumter High School	41031
Swansea High School	41004
Tamassee-Salem High School	41025
The Technology Center (Orangeburg)	41180
Timberland High School	41102
Timmonsville High School	41083
Travelers Rest High School	41111
Union High School	41128
W. J. Keenan High School	41053
Waccamaw High School	41150
Wade Hampton HS (Greenville)	41043
Wade Hampton HS (Varnville)	41155
Wagener-Salley High School	41137
Walhalla High School	41023
Wando High School	41049
Ware Shoals High School	41130

South Carolina (continued)

West Ashley High School	41080
West Florence High School	41107
West-Oak High School	41024
White Knoll High School	41035
Whitmire Community School	41090
Wilson High School	41108
Woodland High School	41088
Woodmont High School	41042
Wren High School	41026
York Comprehensive High School	41124

South Dakota

Andes Central High School	42023
Baltic High School	42025
Bridgewater High School	42026
Burke High School	42021
Chamberlain High School	42006
Chester High School	42003
Dakota Valley High School	42015
Deuel High School	42007
Emery High School	42004
Flandreau High School	42002
Hanson High School	42029
Kimball High School	42009
Lake Area Multi-District	42014
LAMD/Watertown High School	42001
Lamp/Watertown High School	42001
Madison High School	42011
Marion High School	42027
McCook Central High School	42030
Montrose School District	42031
Rutland High School	42012
Sanborn Central High School	42024
Spearfish High School	42008
Sturgis Brown High School	42005
Tea Area High School	42028
T. F. Riggs High School	42018
Timber Lake High School	42019
Tri-Valley High School	42017
Vermillion High School	42010
Wall High School	42013
Wessington Springs High School	42020

Tennessee

Adamsville Jr/Sr High School	43083
Alvin C. York Agricultural Institute	43089
Anderson County Career and Technology Center	43024
Blackman High School	43093
Campbell County High School	43030
Carver High School	43104
Centennial High School	43087
Chuckey-Doak High School	43108

Tennessee (continued)

Clay County High School	43107
Cleveland High School	43103
Clinton High School	43114
Creek Wood High School	43118
Crockett County High School	43018
DeKalb County High School	43112
Dickson County High School	43117
Dresden High School	43019
Eagleville High School	43115
East High School	43051
Fayette-Ware Comprehensive HS	43078
Fred J. Page High School	43049
Grainger High School	43102
Greeneville High School	43106
Grundy County High School	43074
Halls High School	43095
Hamilton High School	43053
Haywood High School	43021
Henry County High School	43008
Houston County High School	43081
Jackson Central-Merry High School	43113
Kingsbury High School	43092
LaVergne High School	43116
Lebanon High School	43100
McNairy Central High School	43012
North Greene High School	43109
Oak Ridge High School	43017
Ripley High School	43044
Rutledge High School	43079
South Greene High School	43110
South Side High School	43060
Washburn High School	43080
West Greene High School	43111
West Side High School	43105
Westview High School	43075
Westwood High School	43061
White County High School	43099
William Blount High School	43101
Wilson Central High School	43094

Texas

Akins HS Academy of Business Legal Enterprises	44121
Akins HS Agriculture, Computer and Engineering Sciences Academy	44122
Albert S. Johnston High School	44088
Akins HS Arts and Humanities Academy	44123
Athens High School	44104
Austin High School	44136
Barbara Jordan HS for Careers	44047
Bel Air High School	44092
Big Spring High School	44079

Texas (continued)

Birdville High School	44075
Blue Ridge High School	44112
Booker T. Washington High School	44101
Bowie High School	44137
Brady High School	44050
Burges High School	44138
Burton High School	44043
Calvert Junior/High School	44090
Canutillo High School	44084
Charles H. Milby High School	44063
Coleman High School	44135
Diboll High School	44111
Dr. Leonides G. Cigarroa HS	44141
East Central High School	44095
Everman Joe C. Bean High School	44113
Faith Family Academy of Oak Cliff	44085
Floresville High School	44038
Furr High School	44114
Galena Park High School	44066
Graham High School	44017
Grand Prairie High School	44059
Haltom High School	44077
High School for Law Enforcement & Criminal Justice	44081
Hitchcock High School	44067
Iowa Park High School	44055
Irvin High School	44139
J. Economedes High School	44083
J. M. Hanks High School	44117
James Madison Senior High School	44049
Jefferson High School	44140
Jesse H. Jones High School	44045
Kermit High School	44036
La Marque High School	44073
La Villa High School	44116
L.B. Johnson High School (Austin)	44099
L.B. Johnson High School (Laredo)	44087
Lee Freshman High School	44131
Leggett High School	44103
Liberty High School	44110
Los Fresnos High School	44007
Lubbock-Cooper High School	44025
Mabank High School	44107
Memorial High School (Victoria)	44145
Middle College for Technology Careers High School	44057
Midland Freshman High School	44132
Midland Senior High School	44134
Mount Pleasant High School	44065
Nacogdoches High School	44078
New Summerfield High School	44072
North Side High School	44106
Paducah High School	44142

Texas (continued)

Pasadena Memorial High School	44120
Paul Laurence Dunbar High School	44093
Phyllis Wheatley High School	44058
Reagan High School	44048
Poteet High School	44144
Richland High School	44076
Robert E. Lee Senior High School	44133
Ross Shaw Sterling High School	44080
Royce City High School	44108
Sam Houston High School (Houston)	44064
Sam Houston HS (San Antonio)	44100
Sam Rayburn High School	44118
Scarborough High School	44102
Sidney Lanier High School	44105
Akins HS Social Services Academy	44124
South Grand Prairie High School	44052
South Houston High School	44143
Southside High School	44097
Southwest High School	44096
STARS High School	44115
Stephen F. Austin High School	44046
Success High School	44091
Bel Air HS Academy of Arts, Communication and Media	44125
Bel Air HS Academy of Business, Finance and Marketing	44126
Bel Air HS Academy of Health Sciences	44127
Bel Air HS Academy of Math, Science and Engineering	44128
Bel Air HS Academy of Professional and Public Services	44129
The Summit High School	44119
Travis High School	44089
Vidor High School	44024
Waxahachie Faith Family Academy	44086
West Hardin County CISD	44109
West Orange- Stark High School	44011
Willis High School	44130
Worthing High School and the MST Magnet School	44082
Yates High School	44070

Utah

Ben Lomond High School	45001
Ogden High School	45002

Vermont

Bellows Falls Union High School	46001
Center for Technology	46002
North Country Union High School	46003

Virginia

Adult Career Development Center	47079
Bayside High School	47028
Churchland High School	47036
Cumberland High School	47086
Dan River High School	47087
Denbigh High School	47069
First Colonial High School	47062
Frank W. Cox High School	47091
Galex High School	47048
Green Run High School	47011
Gretna High School	47088
John Battle High School	47081
King's Fork High School	47092
Lafayette High School	47012
Lakeland High School	47013
Liberty High School	47085
Meadowbrook High School	47074
Monacan High School	47083
Menchville High School	47015
Nansemond River High School	47040
Petersburg High School	47076
Powhatan High School	47019
Salem High School	47032
Staunton River High School	47023
Tallwood High School	47090
Thomas Dale High School	47084
Virginia High School	47046
Warwick High School	47066
William Byrd High School	47025

Washington

Aberdeen High School	48006
Anacortes High School	48007
Bethel High School	48013
Bonney Lake High School	48008
Castle Rock High School	48009
Choice Alternative School	48010
East Valley High School	48011
Graham Kapowsin High School	48014
Oak Harbor High School	48012
Spanaway Lake High School	48015

West Virginia

Burch High School	49091
Chapmanville High School	49067
East Fairmont High School	49126
Elkins High School	49817
Fairmont Senior High School	49127
Frankfort High School	49021
Gilbert High School	49092
Hannan High School	49010
Harman High School	49818
Independence High School	49053

West Virginia (continued)

James Monroe High School	49022
Keyser High School	49066
Liberty High School (Glen Daniel)	49054
Lincoln County High School	49129
Lincoln High School	49036
Logan High School	49068
Man High School	49042
Marion County Technical Center	49829
Matewan High School	49093
Nicholas County High School	49097
North Marion High School	49128
Oak Glen High School	49119
Parkersburg High School	49108
Parkersburg South High School	49109
Point Pleasant High School	49043
Preston High School	49065
Richwood High School	49098
Ripley High School	49038
Ritchie County High School	49064
Robert C. Byrd High School	49037

West Virginia (continued)

Scott High School	49034
Sherman High School	49033
Tucker County High School	49102
Tug Valley High School	49094
Tygarts Valley High School	49819
United Technical Center	49002
Van Jr/Sr High School	49035
Wahama High School	49044
Webster County High School	49103
Weir High School	49118
Wheeling Park High School	49001
Williamson High School	49095
Williamstown High School	49110
Woodrow Wilson High School	49100

Wisconsin

Turtle Lake High School	50001
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APPENDIX XIII: Sample Letter to Students

Memorandum for: Students Selected to Participate in the *High Schools That Work* Assessment

From: Principal's Name

Date:

Subject: The Assessment and Why it is Important

Congratulations! You are one of the seniors at _____ (school name) selected to participate in the 2010 *High Schools That Work* Assessment. This opportunity allows you to be a vital part of our school improvement process and gives you a voice in the educational opportunities of students at _____ (school name). We will also send you a brief survey after you graduate to ask for suggestions about how we might improve our high school and programs.

It is important to do your best on this assessment so that our school obtains an accurate measure of our progress and the effectiveness of the improvements we are making. Students who reach a certain level of performance on the assessment and have completed the recommended *High Schools That Work* curriculum will receive the *HSTW* Award of Educational Achievement. This award of excellence is for both academic and career/technical students. You will also receive an individual student report providing information on your performance.

There will be an informational meeting on _____ [date] at _____ [time] in _____ [location]. This meeting will provide you with an opportunity to ask any questions you may have about the assessment. Your name will be placed on a list so that your teachers know you are supposed to be dismissed in order to attend this meeting.

The accompanying materials provide brief descriptions of the different parts of the assessment along with some sample test questions. After reading these materials, you will know what to expect on the assessment.

The first session of the *High Schools That Work* Assessment will be held on _____ [date] at _____ [time] in _____ [location]. A special announcement and pass will be issued as a reminder to come to this location for the assessment.